

HEADQUARTERS
UNITED STATES FORCES, KOREA
UNIT #15237
APO AP 96205-0010

USFK Regulation
No. 60-1

20 January 2000

(Effective: 1 February 2000)
Exchange and Commissary Services

RATION CONTROL POLICY - ACCESS TO DUTY-FREE GOODS

SUPPLEMENTATION. Supplementation of this regulation and issuance of command and local forms are prohibited without prior approval of HQ USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010.

INTERNAL CONTROL PROCESS. This regulation does not contain Management Control Procedures.

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*This regulation supersedes USFK Reg 210-60, 30 March 1995 and USFK Pam 210-60, 6 November 1995.

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CHAPTER 1**INTRODUCTION****1-1. PURPOSE.**

a. This regulation prescribes policy to control use of both appropriated fund (AF) and nonappropriated fund (NAF) facilities of the United States (U.S.) Armed Forces in the Republic of Korea (ROK) that supply duty-free goods to authorized patrons. Restrictions concerning use of these facilities are in U.S. public law, Department of Defense (DOD)/service regulations and the U.S.-ROK Status of Forces Agreement (SOFA). This regulation--

(1) Sets policy to prevent abuse of duty-free privileges afforded authorized patrons under the SOFA.

(2) Sets policy to ensure duty-free goods are available to authorized patrons.

(3) Prescribes procedures regarding access to duty-free goods within the ROK to comply with the U.S.-ROK SOFA.

b. This regulation also establishes prohibitions concerning purchase and transfer of duty-free and tax-free goods, the use of access media, and other activities related to duty-free and tax-free goods. Prohibitions in paragraph 11-2 of this regulation are intended to regulate conduct of individual members rather than to provide general guidelines for the conduct of military functions.

c. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the requirements of this regulation may be subject to punishment under the UCMJ, as well as to adverse administrative action and other adverse action authorized by applicable U.S. statutes and regulations. In addition, personnel subject to the UCMJ who violate the prohibitions in paragraph 11-2 of this regulation may be prosecuted for violation of a lawful general regulation under Article 92, UCMJ. Personnel not subject to the UCMJ who fail to comply with the provisions of this regulation are subject to adverse administrative action or criminal prosecution as authorized by applicable ROK law, U.S. Code sections or Federal and local regulations.

1-2. APPLICABILITY. The provisions of this regulation are applicable to all individuals, entities and their representatives authorized access to duty-free or tax-free goods in the ROK, United States Forces, Korea (USFK) organizations, and all sales facilities established and authorized to dispense duty-free or tax-free merchandise under the U.S.-ROK SOFA.

1-3. REFERENCES. Required and related publications are listed in appendix A.

1-4. EXPLANATION OF ABBREVIATIONS AND TERMS. Abbreviations and special terms used in this regulation are explained in the glossary.

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1-5. WAIVERS. Waivers to this regulation may be approved only by the Assistant Chief of Staff (ACofS), FKJ1. Requests for waivers shall be submitted in writing through the chain of command to the Commander, USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010.

CHAPTER 2

RESPONSIBILITIES

2-1. CHIEF OF STAFF (CofS), USFK. The USFK CofS will establish and chair the Post Commissary/Exchange Overwatch Council (PCOC). Make recommendations to Army and Air Force Exchanges Service (AAFES) and Defense Commissary Agency managers to help reduce command-wide black marketing. Implement changes to the ration control policy to deter black marketing.

2-2. USFK, ASSISTANT DEPUTY CHIEF OF STAFF (ADCS). The USFK, ADCS will establish and chair a Black Market Working Group (BMWG) to develop policies to deter black marketing and to provide oversight of the merchandising and monitoring of products popular on the black market. The BMWG will include representatives of the law enforcement community, Judge Advocate, Public Affairs, AAFES, Morale, Welfare and Recreation (MWR), and Defense Commissary Agency, as a minimum.

2-3. ASSISTANT CHIEF OF STAFF (ACofS), FKJ1. The ACofS, FKJ1 will--

a. Develop, implement, and manage the ration control program.

b. Organize and staff a Data Management Division (FKJ1-DM) which will--

(1) Provide a secretary to the BMWG.

(2) Notify the appropriate commander and USFK Provost Marshal (FKPM) of personnel who may have over-purchased and provide documented evidence of suspected violations of this regulation or black market activity.

(3) Develop and maintain system software and hardware to support an effective and efficient flow of information on purchasing patterns in duty-free retail activities.

(4) Produce and issue ration control plates (RCPs).

(5) Provide the equipment required to support the Command Unique Tracking System (CUTS) to retail facilities.

(6) Organize and implement a staff assistance and training program for issuing agents.

(7) Serve as the Issuing Agent (IA) for all general and flag officers assigned to the ROK.

2-4. ASSISTANT CHIEF OF STAFF, G1. The ACofS, G1 will provide manning support for Ration Control operations. The following positions are filled by G1:

a. A Chief, Automated Data Processing, GS-12, 0334.

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- b. A Noncommissioned Officer in Charge, Customer Service Branch, 71L40.
- c. Two Ration Control Clerks, 71L10.
- d. Two Korean Augmentees to the United States Army.

2-5. ASSISTANT CHIEF OF STAFF, FKJ6. The ACoS, FKJ6 will--

- a. Evaluate hardware and software requirements to support the ration control program.
- b. Serve as the funding proponent and implementing office of primary responsibility for major upgrades of the hardware/software used for the ration control program.

2-6. PROVOST MARSHAL, UNITED STATES FORCES KOREA. The FKPM will--

- a. Advise on black-market trends and patterns.
- b. Act as the focal point for USFK law enforcement coordination to suppress black marketing.
- c. Serve as a member of the BMWG to work to develop policies to deter black marketing and to provide oversight of the merchandising and monitoring of products popular on the black market.

2-7. COMPONENT COMMANDERS AND ALL AGENCIES. The Component Commanders and all agencies will--

- a. Ensure all members of their respective commands or organizations are aware of the contents of this regulation.
- b. Ensure appropriate action is taken against personnel who engage in prohibited activities or commit infractions of the provisions of this regulation.

2-8. AREA COMMANDERS. The area commanders will--

- a. Coordinate requirements of this regulation with retail outlets and enforce compliance.
- b. Coordinate with retail managers to set temporary or permanent restrictions on items which are in short supply or obviously in abnormal demand (shelf limits). When shelf limits are set, identify them in a memorandum to the Commander, USFK, ATTN: FKJ1, Unit #15237, APO AP 96205-0010.
- c. Establish IA offices in coordination with ACoS, FKJ1 and limit them to one per installation.

d. Ensure IA offices are adequately manned.

(1) The primary IA will be a noncommissioned officer or equivalent grade U.S. civilian employee. Civilians are preferred for the continuity they bring to the IA function.

(2) Military individuals assigned to the IA function shall have at least six months retainability.

(3) The IAs must have no record of ration control violations.

e. Ensure IAs receive proper training. The FKJ1-DM will provide training upon request.

f. Revoke access privileges for individuals involved in black marketing, illegal transfer of duty-free goods, or purchasing in excess of personal needs.

g. Investigate, in coordination with local law enforcement, reports of lost, stolen and confiscated RCPs prior to authorizing issuance of a replacement RCP. Only Area Commanders or their designated representatives can authorize issuance of a replacement RCP.

2-9. ISSUING AGENCIES (IAs). The IAs, established by area commanders within geographical areas, are needed to administer the ration control program at an intermediate level. Table 2-1 lists the current IAs. The IAs will--

a. Provide guidance to unit ration control clerks within their area of responsibility.

b. Inspect unit ration control records annually to ensure compliance with this regulation and local policy.

c. Collect, distribute, and secure all anvil cards from duty-free sales facilities within their area of responsibility to FKJ1-DM.

d. Secure, issue and account for USFK Forms 73 (USFK Ration Control Plate), and USFK Form 227 (USFK Purchase Controller Identification Plate) within their area of responsibility.

e. Forward USFK Forms 42 (Command Unique Personnel Information Data System (CUPIDS) Application) and USFK Form 46-3/46-4 (USFK Temporary Ration Control Plate) rosters to the Commander, USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010.

f. Inform the area commander they serve of information received regarding black market activity and trends.

g. Perform ration control checks. This requirement will be levied when an automated capability exists.

h. Understand the contents of this regulation.

**Table 2.
Issuing Agencies.**

AFY	Yongsan/Seoul	96205-0025	Air Force Element
CHN	Chinhae Navy Base	96269-1000	CNFK, Chinhae
CRL	Camp Carroll/Waegan	96260-0286	19 th Spt Cmd
CSY	Camp Casey/Tongduchon	96244-0289	2d Inf Div
EMB	U.S. Embassy/Seoul	96205-0001	American Embassy
HMP	Camp Humphreys/Pyongtaek	96271-0164	USASA Area III
HZE	Camp Howze	96251-0384	3d Bde, 2d Inf Div
KSN	Kunsan Air Base	96264-0223	8 th STPG
LNG	Camp Long/Wonju	96297-0246	USASA Area III
OSN	Osan Air Base	96278-0263	51 st SPTG
PGE	Camp Page/Chunchon	96208-0252	USAG, Cp Page
PSN	Camp Hialeah/Pusan	96259-0270	20 th Spt Gp
RED	Camp Red Cloud/Uijongbu	96258-0210	Area 1, Spt Act
STN	Camp Stanley/Uijongbu	96257-0213	2d Inf Div
TGU	Camp Henry/Taegu	96218-0562	20 th Spt Gp
YGN	Yongsan/Seoul	96205-0177	34 th Spt Gp

Table 2. Issuing Agencies.**2-10. UNIT COMMANDERS/FIRST SERGEANTS.** The unit commanders/first sergeants will--

a. Ensure all personnel in their unit/organization are informed of the contents and provisions of this regulation.

b. In coordination with area commanders or designated representatives, take appropriate action against personnel over-purchasing or otherwise violating provisions of this regulation (see chapter 5).

c. Order controlled item inventories when there is reason to suspect an individual of an unauthorized transfer of duty-free goods. A suspect should be referred to MPI or CID for investigation. Show and tell inspections are not authorized without "probable cause" per JA guidance.

d. Assign a responsible individual within the unit as ration control clerk to perform the following administrative tasks:

(1) Complete USFK Forms 42 for personnel assigned or on temporary duty (TDY/TAD) to the unit/organization for more than 90 days.

(2) Maintain and secure stocks of all ration control forms needed to perform the unit-level ration control function.

(3) Review and update the CUPIDS roster of personnel assigned to the unit/organization.

(4) Issue RCPs when authorized by the responsible IAs.

(5) Report action taken against ration control offenders to FKPM-SSD within 30 days of an individual being titled.

2-11. INDIVIDUAL RESPONSIBILITIES. All personnel authorized access to duty-free goods will--

a. Comply with this regulation.

b. Maintain security of their accredited credentials used to gain access to duty-free goods (ID, RCP, Temporary RCP, etc.) to prevent loss, theft, and unauthorized use or alteration.

c. Restrict purchases to those required for personal needs, the needs of authorized family members, and bona fide gifts in accordance with (IAW) USFK Regs 643-1 and 643-2.

d. Ensure the sales clerk properly records all purchases at the time of purchase.

e. Report known or suspected violations of this regulation to the unit commander or law enforcement personnel.

f. Turn in any unauthorized or duplicate ration control documents immediately.

g. Dispose of items which are no longer serviceable or needed using the procedures outlined in USFK Regs 643-1 and 643-2.

2-12. UNITED STAFF FORCES KOREA (USFK) SALES FACILITY MANAGERS. Managers of USFK duty-free sales facilities will ensure all sales are conducted within the spirit and intent of this regulation and the SOFA. Applicable facilities include all facilities selling duty-free or tax-free goods, including exchange, commissary, and MWR facilities. Managers will--

a. Set quantity buying restrictions (shelf limits), in coordination with the area commanders, as necessary on individual purchases of selected items to ensure their availability to all patrons. Managers must conspicuously post notices of shelf limits in their facilities.

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b. Train employees, at least semiannually, on the requirements of this regulation and any authorized supplements.

c. Immediately report any problems with the CUTS equipment to the CUTS System Administrator at FKJ1-DM.

d. Develop and implement procedures to ensure only individuals authorized access to duty-free goods are allowed to purchase them for off-premise consumption (see chapter 3).

e. Discipline employees who violate this regulation after coordination with the servicing civilian personnel office, and IAW civilian personnel regulations and applicable union agreements.

2-13. ASSISTANT CHIEF OF STAFF, ACQUISITION MANAGEMENT. The ACofS, Acquisition Management will--

a. Verify the eligibility of invited contractor (IC)/technical representatives (TR) personnel and their dependents for access to duty free goods and initial issue of an RCP, via the USFK Form 175-R (Invited Contractor and Technical Representative Personnel Data Report), which can be attained from the EUSA Intranet, <http://www-eusa.korea.army.mil>.

b. Forward to the ACofS, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010, by 31 March each year, the results of an annual verification of the eligibility of all IC/TR personnel and their dependents for access to duty-free goods.

2-14. PUBLIC AFFAIRS OFFICE. The Public Affairs office will--

a. Provide information on access to duty-free goods to all USFK military members, civilian employees and family members throughout Korea through USFK Pam #4, Ration Control.

b. Publicize, through KORUS, Morning Calm News Service, Armed Forces Korea Network, and other means, this regulation, its enforcement, and disciplinary actions taken against violators.

c. Respond to requests for information on SOFA provisions from civilian news media.

CHAPTER 3

ACCESS TO DUTY-FREE GOODS

3-1. AUTHORIZED PERSONNEL. Access to duty-free goods is controlled by the U.S.-ROK SOFA and U.S. laws, regulations and policies. The following categories of personnel are entitled access to duty-free goods:

- a. Active duty military of--
 - (1) The U.S. when present in the territory of the ROK, or assigned to the ROK.
 - (2) Third-country armed forces assigned (permanently or temporarily) to the United Nations Command Military Armistice Commission (UNCMAC), Neutral Nations Supervisory Commission (NNSC), United Nations Command (UNC), or UNC Liaison Group.
- b. The U.S. citizen employees of DOD and NAF agencies who are not ordinarily resident in Korea and are working 20 or more hours per week or 40 or more hours within two weeks. See the glossary for the definition of "ordinarily resident".
- c. The U.S. citizen employees of United States Government departments and agencies in an official capacity while in the ROK.
- d. Full-time, U.S. citizen employees working in agencies supporting USFK. This category includes the American Red Cross (ARC); the Girl Scouts of the United States of America (GSUSA); the Boy Scouts of America (BSA); executive and professional staff of the United Service Organization (USO) who are on invitational orders and assigned duties (permanent and/or temporary) overseas; executive directors and associated directors of the United States Seamen's Organization (USSO); and Military Sealift Command civil service marine personnel deployed to the ROK on Military Sealift Command-owned and operated vessels.
- e. Invited contractors who are ordinarily resident in the U.S. and U.S. citizen TRs not ordinarily resident in the ROK, when authorized under the terms of their contract and properly designated IAW USFK Reg 700-19 (see paragraph 3-5).
- f. An active member of the U.S. reserve component assigned to a Troop Program Unit (TPU) in the ROK.
- g. Retired U.S. military drawing full retirement pay and benefits and 100 percent disabled veterans while in the ROK.
- h. Korean Government Service (KGS) employees who are government employees and International Purchase Authorization Card (IMPAC) cardholders. See paragraph 13-3 for details.

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- i. Unremarried widow/widower of deceased U.S. military members.
- j. Accompanying dependents of the categories listed above, except those of civilian local hires.
- k. Full-time U.S. citizen employees of DOD and NAF agencies, and or IC/TR who meet the requirements in subparagraph 3-1e above, who are TDY/TAD in the ROK.
- l. Other persons and organizations with the express consent of the ROK Government in coordination with U.S. – ROK SOFA Article XIII, Agreed Minutes.

3-2. UNAUTHORIZED PERSONNEL. Individuals who do not fall under one of the categories above, or in paragraph 3-4, are not entitled access to duty-free goods. This includes, but is not limited to, the following groups:

- a. Dependents of civilian employees working less than 40 hours per week or 80 hours over two weeks do not have access to duty-free goods.
- b. Civilian employees in positions paid for with AF that are intermittent, regardless of the number of hours worked, do not have access. Civilian employees in positions funded by NAF that are flexible and only employed on an as needed basis, do not have access, regardless of the number of hours worked. See glossary for definitions of Intermittent (AF) and Flexible (NAF).
- c. Participants in transition assistance programs.
- d. Retired reserve component members who are not yet receiving full retirement pay and benefits (“gray area” retirees).
- e. Reserve component members not assigned to a unit in the ROK.
- f. Unaccompanied dependents residing or visiting in the ROK.
- g. Dependents of unremarried widows/widowers of U.S. military members.
- h. Dependents of civilian local hires, when such dependents have a separate basis for their presence in the ROK apart from the marital or other kinship relationship with the civilian local hire sponsor. These are individuals who have a separate, independent basis to be in the ROK for business, employment, professional, or other purposes involving economic gain and personal benefit. This group includes contractors, contract employees, and regular employees of Korean companies as well as contractors, contract employees, and regular employees of non-Korean companies operating in the ROK or doing business with the Korean government and/or Korean companies. In determining whether or not a separate basis for the dependent's presence in the ROK exists, consider if the dependent's presence and status in the ROK was a

factor in determining that the civilian local hire sponsor (usually an accompanying spouse) was not "ordinarily resident" in the ROK for SOFA purposes. The Local Applicant Questionnaire completed by the civilian local hire employee may be considered in making this determination.

3-3. ACCESS MEDIA. Active Duty U.S. military members are not required to present an RCP to gain access to duty-free goods. Civilian sponsors, and all dependents will be granted access to duty-free goods only when presenting a valid identification (ID) card (see glossary) and one of the following:

- a. A USFK Form 73 (Sponsor Ration Control Plate).
- b. A USFK Form 73-5 (Command Sponsored Dependent Ration Control Plate).
- c. A USFK Form 73-6 (Non-Command Sponsored Dependent Ration Control Plate).
- d. A USFK Form 73-7 (Kid Ration Control Plate).
- e. A USFK Form 73-8 (Geographically Separated Command Sponsored Dependent Ration Control Plate).
- f. A USFK Form 73-9 (Gas Ration Control Plate).
- g. Exceptions:
 - (1) Dependents under the age of 10 may have access without providing ID or access media.
 - (2) The U.S. Navy personnel assigned to a ship visiting a ROK port may gain access to duty-free goods by showing a valid ID card with their ship's sticker on it.
 - (3) Reservist Credentials. To gain access to AAFES facilities Reservists must show a Reserve ID (DD Form 2) and dependents must show ID (DD Form 1173-1) and an RCP. To gain access to Defense Commissary Agency (DeCA) facilities, Reservists must show a Reserve ID (DD Form 2) and orders placing them on active duty in the ROK or a current DD Form 2529, (U.S. Armed Forces Commissary Privilege Card). Dependents must show ID (DD Form 1173-1) and orders placing their sponsor on active duty in the ROK or a current DD Form 2529 and an RCP.
- h. The privileges and restrictions associated with each type of ration control plate listed above are detailed in Chapter 5 of this regulation.
- i. USFK Form 43-3 (Temporary Ration Control Plate) and USFK Form 43-4 (Temporary Ration Control Plate Limit 3/3). The documentation required to accompany these credentials are detailed in paragraph 3-6d of this regulation.

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3-4. LIMITED ACCESS. Limited access to duty-free goods can be granted under one of the following conditions:

a. Individuals not ordinarily permitted access to duty-free goods may purchase food and beverages for on-premise consumption at exchange, USO, USSO and MWR facilities under one of the following conditions:

- (1) The individual is on the installation for another legitimate purpose,
- (2) The individual is a guest of, and accompanied by, an authorized patron, or
- (3) The individual is an honorary member of a USFK, USO or USSO club.

b. Area commanders or their designated representatives may authorize family members, other than unaccompanied dependents visiting the ROK, to enter the exchange and other retail facilities, except commissaries, when accompanied by authorized patrons. Such family member may not make any purchases.

c. Facilities selling services (e.g., greens fees at golf courses) may grant access only to patrons showing a valid ID card and one of the access media as described in paragraph 3-3 of this regulation. **EXCEPTIONS:** Other patrons not normally permitted access may be granted access if they are honorary members of the facility or are guests accompanied by an authorized patron unless prohibited by the area commander.

d. Korean national (KN) law enforcement/military intelligence personnel working as part of a joint (ROK/U.S.) investigative team where use of a U.S. government-owned vehicle would hamper undercover operations may be authorized access to gas via USFK Form 73-9.

e. The KN concessionaires contracted by the exchange service can request exception to policy for access to gas via USFK Form 73-9. See paragraph 4-5e for processing exception to policy. Privileges cannot continue longer than the contract period (for concessionaires). Gas privileges will not be extended to KN personnel when a government-owned vehicle may be used to accomplish the mission.

3-5. INVITED CONTRACTORS/TECHNICAL REPRESENTATIVES. Full-time ICs, TRs, and their dependents, may be granted access to duty-free goods under the terms of the SOFA, when they have been properly designated IAW USFK Reg 700-19. The contract under which these individuals work may restrict access to duty-free goods; however, under no circumstances can a contract grant access privileges which are broader than this regulation or the SOFA.

3-6. TEMPORARY PRIVILEGES. Temporary privileges as explained in paragraph 5-3 of this regulation are granted to individuals who are TDY/TAD, on leave, or newly arrived in or soon to depart the ROK.

a. Temporary privileges may be granted to the following:

(1) Reservists, U.S. citizen civilian employees of the DOD or the State Department, and ICs/TRs (see limitation specified in paragraph 3-1e, 3-1f above), who are TDY/TAD to the ROK for a period of 90 days or less. Individuals who are TDY/TAD for more than 90 days should apply for a permanent RCP as described in Chapter 6.

(2) Reservists or Military Sealift Command (MSC) contract personnel assigned to duty aboard a visiting U.S. naval vessel or MSC contracted ship.

(3) The U.S. citizen civilian employees of DOD stationed overseas with Environmental Morale Leave (EML) orders and their accompanying dependents on leave or vacationing in the ROK.

(4) Retired U.S. military drawing full retirement pay and benefits and their accompanying dependents whose duration of stay is less than 90 days in the ROK.

(5) Dependents accompanying: 1) TDY/TAD military personnel, 2) active duty military personnel on leave, or 3) dependents visiting their sponsors assigned in the ROK.

(6) Unaccompanied dependents traveling on EML orders. Unaccompanied dependents are restricted to 3 visits to commissary and 3 visits to exchange/shoppettes.

(7) Distinguished U.S. citizen visitors are granted temporary access to duty-free goods through protocol offices via USFK Form 46-3 and a Distinguished Visitors Pass. These access media are valid for a maximum of 60 days and may be issued to general or flag officers, equivalent-grade civilians, spouses or staff, as determined by the Chief, Protocol Branch, Secretary Combined Joint Staff.

(8) Personnel who are eligible and have applied for permanent RCP, but have not received an RCP yet.

(9) The PCS personnel newly arrived in the ROK, normally entitled to an RCP.

(10) Personnel normally entitled to an RCP who are departing the peninsula and have turned in their permanent RCP.

(11) The U.S. citizen employees of the Department of State at or enroute to remote areas.

(12) Other persons and organizations with the express consent of the ROK government.

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b. The sponsor of an unaccompanied dependent visiting the ROK may request exception to this policy. This request is to be submitted to J1-DM. Approval for access to duty-free goods maybe granted under special circumstances on a case-by-case basis.

c. Temporary Access Media. Temporary access to duty-free goods is granted only when personnel present proper documentation (Ref paragraph 3-6d of this regulation) and USFK Form 46-3 or USFK Form 46-4. These forms are accountable and must be strictly controlled, that is, treated like cash or other negotiable instruments.

(1) The USFK Form 46-3 has monthly quantity and commissary dollar and limits based on duration of visit. (Ref paragraph 5-3b).

(2) The USFK Form 46-4 authorizes no more than three visits to the commissary and three visits to exchange/shoppette/class VI stores per month. The dollar value of each visit shall total no more than \$100. This form is issued for a period of up to 60 days, but can be extended when directed by FKJ1-DM.

d. Required Documents Necessary to Gain Temporary Access to Duty-Free Goods:

(1) The TDY/TAD reservists may gain temporary access to duty-free goods sold in AAFES facilities by presenting a valid ID card. Accompanying dependents must present their ID card and a USFK Form 46-3. To gain access to DeCA facilities, reservists must show a valid ID card and orders placing them on active duty in the ROK or a current DD Form 2529. Accompanying dependents must show a valid ID card and orders placing their sponsor on active duty in the ROK or a current DD Form 2529 and a USFK Form 46-3.

(2) The TDY/TAD U.S. citizen civilian employees of the DOD or the State Department and invited contractors and U.S. citizen technical representatives, who have access to duty-free goods if the aforementioned personnel do not have a Government issued ID card, they may gain temporary access to duty-free goods by presenting their passport or driver's license, orders, and USFK Form 43-3. Those who have a Government ID Card may gain temporary access to duty-free goods by presenting their ID card and USFK Form 43-3. Personnel who will be TDY/TAD in the ROK more than 90 days should complete an application for an RCP as described in Chapter 6.

(3) Accompanying dependents of TDY/TAD personnel, dependents of active duty personnel on leave, or dependents who are visiting their sponsor in Korea must present a USFK Form 46-3 and an ID card. The sponsor must report to the IA to obtain the dependent's temporary RCP unless an appropriate Power of Attorney is presented by the dependent. Accompanying or visiting dependents are not authorized to purchase controlled items or any alcoholic products.

(4) The PCS personnel newly arrived in the ROK must present a USFK Form 46-3 and a valid ID card. The sponsor must go to the IA to obtain dependent's temporary RCP. Military personnel newly arrived in Korea whose dependents are issued Temporary RCPs, or dependents whose sponsor has a Permanent RCP, must have their IA immediately contact FKJ1-DM with an expedited request for exception to commissary dollar limits (See Figure 3-1). This ensures new arrived personnel will have an adequate commissary limit for their accompanying family members.

(5) Personnel departing the ROK will turn in all permanent RCPs as a part of final outprocessing. The sponsor must report to the IA to obtain a USFK Form 46-3 for his/her dependents.

(6) The MSC contract personnel receive temporary duty-free privileges under these conditions:

(a) Reservists assigned to a naval vessel visiting a port in the ROK may gain access to duty-free goods by satisfying the credential requirements detailed in paragraph 3-6d(1).

(b) The MSC contract personnel aboard MSC vessels visiting the ROK will be issued USFK Form 46-3.

(7) Unaccompanied dependents of active duty military and U.S. citizen civilian employees of DOD stationed overseas with EML orders and their accompanying dependents must have a USFK Form 46-3, a Government ID card and EML orders. Dependents are not authorized to purchase controlled items or any alcoholic products.

(8) Retired U.S. military drawing full retirement pay and benefits and their accompanying dependents on vacation in the ROK must have a USFK Form 46-3 and a valid ID card.

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Office Symbol

Date

Memorandum For FKJ1-DM

Subject: Request for Exception to Commissary Dollar Limit

Temporary ration control cards (USFK Form 46-3) have been issued to the dependents of sponsor John Doe, SSAN 123-45-6789, who has a permanent RCP (USFK Form 73) with "Individual Limits Apply" on it or is active duty U.S. military. John Doe's family size, including sponsor is _____. Please update your records accordingly and set John Doe's commissary dollar limit to the appropriate value.

Signature of Issuing Agent/Unit Ration Control Clerk
Typed Name/Unit of Signing Official

Figure 3-1. Request for Exception to Commissary Dollar Limit.

CHAPTER 4

RATION CONTROL POLICY

4-1. GENERAL. Due to a long history of widespread black marketing, USFK has placed limits on certain duty-free goods most subject to abuse.

a. The amount of liquor that can be purchased is limited.

b. The amount of beer that can be purchased is limited.

c. The amount of money a family may spend monthly at the commissary is limited.

d. Sales of items or sets of items particularly subject to abuse are restricted. These items are called Controlled Items and are designated by the BMWG. Designation as a Controlled Item is generally done using the criteria of high dollar value and demand on the local economy.

e. In accordance with the National Defense Authorization Act (NDAA) 1999, congressional notification is required when adding to the controlled items list. In addition, an annual report is forwarded through Pacific Command to the Secretary of Defense for Congress.

f. Area commanders may place shelf limits on selected items. Sales facility managers may recommend specific shelf limits for imposition by the area commander or his designated representative.

g. The amount of "carryout" fuel that can be purchased is limited. Additional credentials are required for non-SOFA plated vehicles to purchase duty-free fuel.

h. Ration control policy for each of the above areas is discussed below.

4-2. LIQUOR RATION POLICY.

a. Liquor is defined to be any beverage which is 20% or more alcohol by volume. Liquor sales are restricted to those personnel with ration control privileges and are rationed in terms of alcohol units.

b. Liquor Ration Limits are based on family size. Personnel who are in Korea with their family, and the family consists of more than one adult (age of 20 or older), will receive the "family" limit regardless of command sponsorship status. These monthly limits are detailed in Table 4-1.

c. Personnel who are in Korea unaccompanied, or with their family and the family has only one adult (age of 20 or older) will receive the "individual" limit, regardless of command sponsorship status.

**Table 4-1
Liquor Ration Limits.**

<u>Item</u>	<u>Individuals</u>	<u>Families</u>
Liquor	3 units*	5 units*

Liquor 20 percent or more by volume is rationed in alcohol units. One bottle(fifth, quart, or liter) is counted as one liquor unit. A 1.75 liter bottle of liquor is counted as two liquor units. Two pints of liquor are counted as one alcohol unit. Six miniature bottles or less of liquor are counted as one pint. 7-12 miniature bottles count as one unit of liquor. Excess pints will be rounded up to the next full liquor unit for reporting purposes. Excess miniature bottles of liquor will be rounded up to the next pint unit.

NOTE: To receive the "family" size ration, there must be two adults (age of 20 or older) in the family.

d. Exceptions to Liquor Ration Control Policy.

(1) Short-term exception. A short-term exception is defined as an exception for three consecutive months or less and total no more than two units of liquor per month over the requestor's current limit. Only the unit commander, first sergeant or equivalent can approve request for short-term exception for civilian personnel. All approved short-term exceptions must be forwarded to FKJ1-DM for concurrence and entry into the Exceptions database. See paragraph 4-8 for how to process these exceptions.

(2) Long-term exception. A long-term exception is defined as any exception for more than three months or more than two units of liquor per month over the requestor's current limit. Requests for long-term exceptions can be approved only by FKJ1-DM. See paragraph 4-8 for how to process these exceptions.

4-3. BEER RATION POLICY.

a. Eligible patrons at least 20 years of age are limited to purchases of not more than a two (2) case-lot purchase per day, not to exceed eight (8) case-lots per month. Purchase of up to three six-pack per day by an individual will not be counted against the eight case-lot monthly limit; however, an individual who purchases two case-lots in one day may not purchase six-packs the same day in addition to the two case-lots.

b. All beer sales must be recorded on the USFK Form 228 (Beer Sales Log).

c. For any individual or family, beer purchases will not exceed two (2) case-lots equivalents per day or eight case-lots per month.

d. Exceptions to Beer Ration Policy. Requests for exception to beer ration policy can be approved only by the area commander or his designated representative. Approved requests for exceptions must be forwarded to the local Provost Marshal's office responsible for processing that area's USFK Forms 228.

4-4. COMMISSARY RATION POLICY.

a. The USFK Commissary Ration Policy employs monthly dollar limits based on family size in order to deter abuse of privileges. These monthly limits are detailed in Table 4-2.

Table 4-2.
Monthly Commissary Dollar Limits Based on Family Size.

One Person - \$350	Two Persons - \$550	Three Persons - \$700
Four Persons - \$850	Five Persons - \$1,000	Six Persons or More - \$1,150

NOTE:

1. The dollar limits will apply to all items purchased from the commissaries. The 5% surcharge is not considered part of the purchase.
2. The dollar limits are monthly and not cumulative from month to month.
3. For individuals with temporary privileges, the dollar limit on the Temporary Ration Control Card is valid for the period specified and is not cumulative; unused amounts become void at the time of expiration.
4. Local hire civilian employees whose spouse has a separate, independent basis for his or her presence in the ROK under paragraph 3-1j of this regulation will have the One Person limit.

b. Exceptions to Commissary Ration Policy.

(1) Short-term exception. A short-term exception is defined as an increase in family dollar limits for three consecutive months or less. Requests for short-term exception can be approved only by the unit commander, first sergeant or equivalent for civilian personnel. All approved short-term exceptions must be forwarded to FKJ1-DM for concurrence and entry into the Exceptions database. See paragraph 4-8 for how to process these exceptions.

(2) Long-term exception. A long-term exception is defined as an increase in family dollar limits for more than three months. Requests for long-term exceptions can only be approved by FKJ1-DM. See paragraph 4-8 for how to process these exceptions.

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4-5. GAS RATION CONTROL POLICY. Purchases of gasoline are authorized as follows:

a. Individuals entitled access to duty-free goods may purchase gasoline upon presentation of the appropriate access media (see paragraph 3-3).

b. Those personnel authorized a USFK Form 73-9, (Gas RCP), may purchase gasoline upon presentation of their USFK Form 73-9.

c. Carryout fuel (gasoline, kerosene, or diesel) purchases will be limited to a total of five (5) gallons per day and may be purchased only by individuals entitled access to duty-free goods after presentation of the appropriate access documents (see paragraph 3-3).

d. For authorized patrons fueling non-SOFA plated vehicles:

(1) Patrons must display ID card, RCP (if applicable) and vehicle registration. The names on all documents must match.

(2) If vehicle is rented or leased, rental or lease agreement must be displayed in lieu of vehicle registration in (1) above. The names on all documents must match.

e. Exceptions to Gas Ration Policy. All requests for exception to USFK Gas Ration Policy must be forwarded to FKJ1-DM for approval by the ADCS. See paragraph 4-8 for processing these exceptions.

f. Authorization to purchase gasoline will not be included in contracts, memoranda of agreement, or memoranda of understanding without the approval of the USFK ADCS.

4-6. CONTROLLED ITEMS. Controlled items are single items or sets of items (such as air conditioner or golf clubs) which are selected for special monitoring by the BMWG. The current list of controlled items is shown in Table 4-3. The purchase of such items is recorded.

4-7. SHELF LIMITS.

a. Shelf limits. Area commanders may place shelf limits on selected items. Sales facility managers may recommend specific shelf limits for imposition by the area commander or his designated representative. These limitations specify the number of items or dollar amount which can be purchased during a specified time period. Sales facility managers are required to prominently post signs announcing shelf limits in English and in Korean.

b. Exceptions. Unless otherwise restricted by the area commander, exceptions to shelf limits can be approved by the on-duty sales facility manager IAW procedures set by the area commander.

Table 4-3.
Controlled Items.

Air conditioner
Clothes dryers
Color televisions/monitors (above 27")
Computer hardware (to include monitors, hard drives and printers)
Cosmetics costing more than \$50
Diamonds or jewelry with diamonds
Furniture costing over \$200
Golf club (irons and/or woods costing more than \$50)
Perfume costing more than \$50
Ranges
Refrigerators/freezers
Washing machines
Watches costing more than \$200

NOTE: Items may be added to/deleted from the list, based on the recommendations of the BMWG. The NDAA 1999 requires congressional notification when adding to the controlled items list. These are generally items that are of high dollar value and in demand on the local economy.

4-8. EXCEPTION PROCESSING.

a. Exceptions must be approved in advance. After-the-fact requests for exceptions will not be approved. Requests for exceptions must be forwarded to Commander, USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010, or they can be faxed to FKJ1-DM at 723-8628. The approved or endorsed request will be entered into the Exceptions database by FKJ1-DM. The FKJ1-DM will return a copy of the approved/endorsed exception to the unit commander, first sergeant, or equivalent for civilian personnel to be returned to the requester.

b. A sample memorandum for requests for exception to liquor and/or commissary family dollar limits is shown in Figure 4-1. A similar memorandum can be used or modified to request exceptions to beer or gas ration policy. Note: Requests for exception to Beer Ration Policy need not be forwarded to FKJ1-DM.

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(Letterhead)

Office Symbol

MEMORANDUM THRU UNIT/ORG COMMANDER

FOR CDR, USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010

SUBJECT: Request for Exception to Policy for Commissary Dollar or Liquor Limits

1. Request that I be authorized to purchase (fill in amount) in excess of my normal monthly limits for the month(s) of (fill in name). I am presently authorized (fill in amount) per month. This exception is requested because (state reason).
2. I certify that this is my (fill in number) application for exception to limits during the past 12-month period, and the (fill in number) request for this reason.
3. Duty/Office Phone Number of requester.

Signature block of requestor
Sponsor Social Security Number

Office symbol, 1st End

Unit

FOR Requester

FOR CDR, USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010

Approved/disapproved or

Recommend approval (for long-term exception)

Signature block of unit commander

Figure 4-1. Letter of Request for Exception to Limits.

CHAPTER 5

PERMANENT AND TEMPORARY RATION CONTROL PLATES (RCPs): ASSOCIATED PRIVILEGES AND RESTRICTIONS

5-1. PERMANENT RATION CONTROL PLATES. The different types of RCPs are described in Table 5-1. The RCPs are controlled items. Individuals may not share, transfer, loan, or sell their RCP to others, including family members. The privileges and restrictions associated with these credentials are detailed below.

Table 5-1.**Type of Permanent Ration Control Plates.**

<u>Type of RCP</u>	<u>Privileges</u>
USFK Form 73 Sponsor Ration Control Plates	Sponsor Privileges
USFK Form 73-5 Command Sponsored Dependent Ration Control Plate	Same as Sponsor Privileges
USFK Form 73-6 Non-Command Sponsored Dependent Ration Control Plate	Same as Sponsor Privileges
USFK Form 73-7 Kid Ration Control Plate	Kid Privileges
USFK Form 73-8 Geographically Separated Command Sponsored Dependent Control	Sponsor Privileges
USFK Form 73-9	Restricted to Purchase of Gasoline Only

5-2. PERMANENT RATION CONTROL PLATE PRIVILEGES AND RESTRICTIONS.

a. All personnel allowed access to duty-free goods are subject to the Ration Control Policies stated in Chapter 4 of this regulation. Additional qualifiers to those policies are detailed below.

b. Sponsor Privileges: Command Sponsored and Non-Command Sponsored personnel and their dependents (at least 20 years of age) are authorized purchase of liquor; controlled items and beer. Limits are shown in Chapter 4, paragraphs 4-2, 4-3 and 4-6 of this regulation.

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c. Kid Privileges: Dependents between the ages of 10 and 20 may be issued an RCP if their sponsor wishes them to have one. However, dependents between the ages of 10 and 20 are not authorized purchase of any alcoholic products, controlled items or any tobacco products.

d. Note: Active Duty U.S. military members are not required to present an RCP to gain access to duty-free goods and these personnel are accorded Sponsor Privileges.

e. Note: Widows and widowers who have access to duty-free goods are accorded sponsor's privileges.

f. Note: Dependents of Reservists who have access to duty-free goods are accorded sponsor privileges.

5-3. TEMPORARY RATION CONTROL PLATES LIMITS AND PRIVILEGES.

a. Individuals allowed to receive Temporary Ration Control Plates USFK Form 43-3 (Temporary Ration Control Plate) and USFK Form 43-4 (Temporary Ration Control Plate Limit 3/3) and required accompanying credentials are detailed in paragraph 3-6d of this regulation.

b. Monthly quantity and commissary dollar limits. Based on the duration of temporary privileges, the following limits apply: Temporary monthly quantity and commissary dollar limits is shown in Table 5-2.

Table 5-2. Temporary Quantity and Commissary Dollar Limits.		
<u>Duration</u>	<u>Liquor Quantity Limit</u>	<u>Commissary Dollar Limit (based on family size)</u>
15 days or less	2 units (individual) 4 units (family)	\$175 (1)
		\$275 (2)
		\$350 (3)
		\$425 (4)
		\$500 (5)
		\$575 (6 or more)
More than 15 days	3 units (individual) 5 units (family)	\$350 (1)
		\$550 (2)
		\$700 (3)
		\$850 (4)
		\$1000 (5)
		\$1150 (6 or more)

c. Temporary privileges in categories are shown in Table 5-3:

Table 5-3 Visitor Temporary Privileges									
	Active Duty Military			Reservist			US Citizen DOD/SD Civilian		
	S	D(A)	D(U)	S	D(A)	D(U)	S	D(A)	D(U)
TDY/TAD	Y	Y	NA	Y	Y	NA	Y	Y	NA
Controlled Items	Y	N	NA	Y	N	NA	Y	N	NA
Alcohol	Y	N	NA	Y	N	NA	Y	N	NA
Leave/Vacation	Y	Y	Y*	N	N	N	Y^	Y^	N
Controlled Items	Y	N	N	N	N	N	Y	N	N
Alcohol	Y	N	N	N	N	N	Y	N	N

	IC/TR KFP Contractor			Retiree		
	S	D(A)	(U)	S	D(A)	D(U)
TDY/TAD	Y**	Y**	NA	NA	NA	NA
Controlled Items	Y	N	NA	NA	NA	NA
Alcohol	Y	N	NA	Y	N	NA
Leave/Vacation	N	N	N	Y	Y	N
Controlled items	N	N	N	Y	N	N
Alcohol	N	N	N	Y	N	N

Note 1. S: Sponsor
 D(A): Accompanied dependents.
 D(U): Unaccompanied dependents

Note 2. Y*: Restricted to 3 visits to commissary and 3 visits to exchange/shoppettes.
 Unaccompanied dependents of active duty military personnel must have EML orders.

Note 3. Y**: IC/TR: IAW USFK Reg 700-19, FKAQ certifies eligibility based on contract requirements and status of individual. KFP Contractor: with consent of ROK government.

Note 4. Y^: Restricted to 3 visits to commissary and 3 visits to exchange/shoppettes. Applies only to U.S. citizen civilian employees of DOD stationed overseas with EML order.

5-4. CONTROL OF RATION CONTROL PLATES.

a. General.

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(1) The RCPs will be sent via courier or certified mail. If sent via courier, the courier must have a DD Form 577 (Signature Card) on file.

(2) The RCPs must be kept secure at all times. They should be stored in a safe or other security container approved by FKJ1-DM.

b. Receiving and issuing RCPs.

(1) The IAs picking up RCPs at FKJ1-DM will screen them carefully for errors. Once reviewed for accuracy, IAs will sign for the RCPs on DA Form 410 (Receipt for Accountable Form) or AF Form 213 (Technical Order Publication Table), or on the computerized listing provided by FKJ1-DM.

(2) The IAs issuing RCPs to units will have the unit ration control clerk screen the RCPs for errors. Once reviewed for accuracy, unit ration control clerks must sign for the RCPs on DA Form 410, AF Form 213, or on the computerized listing provided by FKJ1-DM.

(3) The IAs and unit ration control clerks issuing RCPs to individuals will have the individual screen his/her RCP(s) carefully for accuracy. Once reviewed, the individual must sign for the RCP(s) on DA Form 410, AF Form 213, or on the computerized listing provided by FKJ1-DM. If the RCP(s) doesn't belong to anyone in the unit, the unit ration control clerk must immediately forward the RCP(s) to FKJ1-DM through the local IA with DA Form 410 or AF Form 213.

(4) Copies of receipts and computerized listings showing receipt must be kept on file for at least one year.

(5) Generally, only the sponsor may sign for RCPs. If the sponsor is TDY/TAD, in the field, or in the hospital, a dependent may be authorized to sign for the RCPs. Also, if the dependent possesses an appropriate Power of Attorney, he/she may be authorized to sign for RCPs.

c. Destruction of RCPs and Temporary RCPs Card.

(1) Only IAs are authorized to destroy RCPs and Temporary RCPs Card.

(2) The RCPs should be destroyed in a timely manner.

(3) Whenever RCPs are destroyed, their destruction must be recorded on a destruction certificate and the certificate must be countersigned by a witness. Destruction records must be kept for at least one year. The IAs may create a destruction certificate. The destruction certificate must have at the minimum the following information: RCP or Temporary RCP serial number, last and first name of individual, social security number, reason for destruction, destroying official, witnessing official, date of destruction and IA location (i.e., Yongsan, Camp Page, Chinhae, etc.).

5-5. AIDE-DE-CAMP.

a. Personnel serving as Aides-de-camp to General Flag Officers will be granted standing exceptions to the ration control policies detailed in paragraph 5-2 of this regulation. Aide-de-camp purchasing privileges will be requested by memorandum from general/flag officers, civilian equivalents or their executive officers/administrative assistants to FKJ1-DM. The memorandum must provide the aide's name, SSAN, DEROS, and the general/flag officer's name and SSAN. Personnel who are granted Aide-de-camp privileges will be granted long term exceptions to family commissary dollar limits and alcohol quantity limits. Only responsible individuals who are U.S. citizens will be granted Aide-de-camp privileges. In order to provide maximum flexibility for senior officers, Aide-de-camp privileges should be requested for the senior officer and both the enlisted and officer aides.

b. The individual whose signature is on the requesting memorandum to FKJ1-DM is responsible for ensuring the persons granted Aide-de-camp privileges on the general/flag officer's behalf do not abuse these privileges. They are also responsible for ensuring all purchases made utilizing the privileges are in support of official activities. A sample for request for aide-de-camp privileges shown in Figure 5-1.

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Office Symbol

MEMORANDUM FOR ACoS, J1, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010

SUBJECT: Request for Aide-de-camp Privileges

1. Request Aide-de-camp ration control privileges be granted to <Designee Name, Rank, SSAN, DEROS> on behalf of General/Flag <Flag Officer Rank, Name, SSAN>. <Designee Name> will purchase duty-free goods as necessary to support the official activities of General/Flag <Flag Officer Name> using their personal ration control plate. Purchases made on General/Flag <Flag Officer's Name> behalf must be maintained, accounted for and kept separate from all personal purchases. <Designee name> may be called to account for all aide-de-camp purchases via an audit at any time.
2. When aide-de-camp purchases will exceed shelf or quantity limits approval must be granted by the local commissary manager or Area Support Group Commander. A detailed list of items to be purchased must be presented for approval. Recommend receipts be attached to the approved list to facilitate audits.
3. Point of contact (Name and Duty phone number.)

Signature Block Requestor

The granting of these privileges to <Designee Name> is approved effective <date> through <Designee DEROS>

Figure 5-1. Request for Aide-de-camp privileges.

CHAPTER 6

APPLICATIONS FOR PERMANENT RATION CONTROL PLATES

6-1. GENERAL. All IAs and unit ration control clerks must be familiar with the application process described in this chapter. Active Duty personnel who arrive in the ROK with their family members must use their IA or Unit Ration Control Clerk to process their application as described in this chapter.

6-2. USE OF THE USFK FORM 42. While USFK Form 42 (CUPIDS Application) is the form used to generate and issue an individual RCP, the form also has another use. It is used to enroll individuals in the data base. The data in turn, is used for a variety of purposes: for example, it provides data needed to plan non-combatant evacuation operations, develop strength reports for the command, and assess market size for MWR. Therefore, correct completion of this form is extremely important. The IAs will maintain a file copy of all USFK Form 42s until the individual has PCS'd or departed the ROK. This form can be attained from the EUSA Intranet, <http://www-eusa.korea.army.mil>.

6-3. COMPLETING THE USFK FORM 42.

a. A USFK Form 42 is shown as figures 6-1 and 6-2 with instructions for completing the form. Only the sponsor is authorized to apply for RCP(s).

b. If the individual has more dependents than can be listed on a USFK Form 42, use a USFK Form 42-1 to list the remaining dependents.

c. Applications with errors.

(1) Applications with simple errors can be corrected using a phone call between FKJ1-DM and the IA and a pen-and-ink correction. Errors to the following blocks can be corrected this way: Page 1, items 7-8, 15-17; Page 2, 4-6, 16-18, 22-24, 28-30. The FKJ1-DM staff making such corrections will make a written note on the application which gives the time and date of the phone call, and the name of the IA approving the correction.

(2) Applications with errors in other blocks, or missing signatures will be returned to the IA for correction.

d. Civilian personnel who will be TDY/TAD to the ROK for 90 days or more should complete an application for an RCP. Personnel who will be TDY/TAD for less than 90 days should obtain USFK Form 46-3 from their local IA to gain access to duty-free goods as described in Chapter 3 of this regulation.

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6-4. REQUIRED SUPPORTING DOCUMENTATION. Issuing agents and unit ration control clerks should always check the applicant's ID card against any supporting documents the applicant submitted. If they don't match, reject the application. Marriage certificates, divorce papers and birth certificates should be certified copies.

a. Applicants are required to provide the necessary documentation with their application. Picture ID or passport is required to accompany all initial applications for dependents age 11 years and older. Table 6 lists the minimum required documentation by each type of application. The FKJ1-DM and IA may request additional supporting documentation as necessary.

b. Applications, which are missing documentation, will not be accepted by FKJ1-DM. They will be returned to the IA for correction.

c. Civilian employees must submit an original letter of employment with their application. The letter should be from their servicing Civilian Personnel Office (even if located outside the ROK) and verify the employee is employed in the ROK and include the following information:

(1) Statement verifying the employee is entitled to access to duty-free goods IAW the guideline in Chapter 3 of this regulation.

(2) Names and dates of birth of all dependents and a statement on whether they are entitled to access to duty-free goods. NOTE: Civilian dependents who are not entitled to a DD Form 1173 (Uniformed Services Identification and Privilege Card) are not eligible for an RCP.

(3) Local hire civilian employees will be issued an RCP with One Person limits only, regardless of marital and/or dependent status, unless they affirmatively demonstrate, with supporting documentation, that there is no separate, independent basis for the presence of their spouse and/or dependents in the ROK. The IA will consult the servicing staff judge advocate and, if necessary, FKJA-IA, for advice regarding such determinations. The information on the local hire civilian employee's Local Applicant Questionnaire may be considered in making this determination.

d. Supporting documentation to accompany an application for permanent RCP for military retirees, 100% disabled veterans, resident reservists and widows/widowers:

(1) Military Retirees. Retirement order (initial application only) copy of DD Form 2 (Retired) Identification Card, copy of Passport (PP) and one of the documents listed in subparagraph (5) below.

(2) 100% Disabled Veterans. Retirement order (initial application only), copy of DD Form 2A (Retired) Identification Card, copy of PP and one of the documents listed in subparagraph (5) below.

(3) Reservists: Assignment orders to a Troop Program Unit in the ROK for reservists, retirement order (if applicable, on initial application only), copy of ID card and copy of PP and one of the documents listed in subparagraph (5) below.

(4) Widows/widowers: Copy of DD Form 1173, Copy of PP (U.S. citizens only) and one of the documents listed in subparagraph (5) below.

(5) The following documents attest to extended residence in the ROK:

(a) Copy of PP with any type valid visa with an expiration date of not less than 90 days from the present **or**

(b) Copy of PP & Residence Certificate with date of renewal not less than 90 days from the present **or**

(c) A long term lease (expiration date not less than 90 days from the present) **or**

(d) Widows/widowers may use their Korean citizen identification card as proof of residency to obtain a ration control plate. Copy of PP not required **or**

(e) Proof of house ownership: Mortgage payment in sponsor or spouse's name **or**

(f) Tax bill payment in sponsor or spouse's name **or**

(g) Utility bill payment in sponsor or spouse's name **or**

(h) Deed to property in sponsor or spouse's name **or**

(i) Proof of extended employment in the ROK may be verified with a copy of contract with a firm whose place of business is in the ROK and the termination date of which is not less than 90 days from the present **or**

(j) Other proof of extended residence sufficiently documented and approved by FKJ1-DM.

e. The RCP expiration date will be determined by the expiration date on the offered proof of extended residence or for two years from the present, whichever is shorter.

6-5. APPLICATION PROCESSING.

a. Applications for permanent ration control plates must, as general rule, be submitted within three days of personnel arriving in the ROK for those personnel requiring an application.

b. Unit ration control clerk will forward applications to their servicing IA within three working days of the sponsor signing the application.

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c. The IA must forward the RCP applications within five working days of receipt from unit ration control clerk.

d. The FKJ1-DM will cut the RCP within five working days of receipt from the IA and issue the new RCP within five working days of the card being cut.

e. Issuing agents must sub-receipt RCPs to units or issue them to sponsor within five working days of receipt. Units must issue RCPs to sponsors within five working days of receipt. Units must notify sponsors to pick up the RCPs.

(1) If the sponsor is not available to pick up the RCPs due to emergency leave, TDY/TAD, hospitalization, or field duty, the spouse may pick up the RCPs. However, the sponsor must come to the IA within three working days of return and sign for the RCPs. Issuing agencies should request proof of unavailability before issuing RCPs to spouses. If the spouse has an appropriate Power of Attorney then he/she may sign for the RCPs and the sponsor need not sign for these items.

(2) If the sponsor refuses to pick up an RCP(s), the IA should make a memorandum for record to that effect and destroy the RCP(s).

(3) If the sponsor has not come in to pick up the RCP within 30 days of the RCP's arrival at the unit, the unit ration control clerk should return it to the IA with DA Form 410 (Receipt for Accountable Form) or AF Form 214 (Receipt for Accountable Form).

(4) Once the IA(s) receive unclaimed RCP(s) from the unit ration control clerk, the IA's must maintain accurate list of the unclaimed RCP(s) and return such RCP(s) to FKJ1-DM with DA Form 410 or AF Form 213 within 7 days.

6-6. APPLYING FOR A GAS RCP. Applications for gas RCPs will be made by memorandum through the Area Commander and the servicing IA to FKJ1-DM. The requestor must be the unit commander or civilian equivalent. The memorandum must provide the applicant's name, SSAN (or Korean national ID card number), and a justification. If the applicant is an AAFES contractor, the request must include the contract and number and expiration date.

6-7. REPLACEMENT OF LOST OR STOLEN RCP(S). Applications for either permanent or temporary replacement RCPs must have the unit commander, first sergeant or civilian equivalent's signature and be forwarded through the area commander or designated representative for final approval. The IA or unit ration control clerk may issue temporary ration control card(s) to an applicant only after receiving the area commander or designated representative approval to issue a replacement RCP.

6-8. INSTRUCTIONS FOR COMPLETING USFK FORM 42.

NOTE: Print clearly or type.

Sponsor Information:

1. Enter the sponsor's DEROS YYMMDD format.
2. Enter the sponsor's UIC.
3. Enter the sponsor's SSAN.
4. Enter the sponsor's full name, last name first followed by first name and middle initial.
5. Enter the reason for submission by placing a "X" in the proper box.
 - a. To delete family member(s), fill in item 1-5 and deleted family member (s) information only along with sponsor information.
 - b. To add family member(s), fill in item 1-5, and added family member(s) information only.
 - c. To replace sponsor's lost/stolen RCP, fill in sponsor information only. To replace lost/stolen RCP(s) for family member(s) only, fill in items 1-5 and family member (s) information who lost RCP along with sponsor information.
 - d. If any information printed on a RCP is wrong, write in both incorrect and correct information. For example, if the submission is for a change write in:

"Change in sponsorship"
"Change in age" (i.e., child turns 10 years or 20 years old)
"Change in grade"
"Change in unit"
"SSAN correction"
"Etc".
6. Enter the sponsor's date of birth, in YYYYMMDD format.
7. Enter the sponsor's sex by placing a "M" for male, or "F" for female in the block.
8. Enter the sponsor's citizenship by placing a "X" in the proper block.
9. Enter the APO that matches the UIC provided earlier.

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10. Enter the date the sponsor arrived in the ROK, in YYMM format.
11. Enter the sponsor's marital status by placing a "Y" for married or "N" for not married in the block.
12. Enter the number of dependents living with the sponsor in the ROK in the block.
13. Enter the sponsor's work phone number and unit address that matches the UIC provided earlier.
14. Enter the home phone number and address at which the sponsor and family member(s) resides (if available).
15. Enter the appropriate code for branch of service in the block. Codes are listed on the form.
16. Enter the appropriate code pay grade and pay level in the block. Codes are listed on the form.
17. Enter "C" for command-sponsored or "I" for individual or unaccompanied and "R" for retirees in the block.
18. Person insuring all supporting documents are proper and valid will sign in the validating official block.

NOTE: On line 17 if "C" or "R" is annotated for sponsorship write in the following:

CIVIL for civilian, IC/TR
RETIR for retirees.

Command sponsorship position number for active duty military.

6-9. REQUIRED INFORMATION FOR DEPENDENTS (USFK FORM 42 -- back side). If the applicant's spouse is active-duty, place a "Y" in the block, otherwise place an "N" in the block.

1. Enter the spouse's SSAN. The SSAN must be entered unless the spouse has ROK ID only. For all U.S. citizen dependents, the dependent's SSAN is required unless the dependent is less than two years old.

If the applicant's spouse is eligible for Sponsor Ration Control Privileges, place a "Y" in the block, otherwise place an "N" in the block. Note: Proper supporting documentation must be supplied with the application in order for the spouse to get a Sponsor RCP. See Table 6 for the required supporting documentation.

2. Enter the spouse's full name, last name first, followed by first name and middle initial.

3. If the sponsor wants the spouse to have an RCP, place a "Y" in the block. Otherwise, place a "N" in the block.
4. Place the appropriate relationship code in the block. Codes are listed on the top of the form.
5. Enter the spouse's date of birth in the YYYY format.
6. Place a "X" in the appropriate block for place of birth.
7. Place a "X" in the appropriate block for citizenship.

The remainder of the form is for other categories of dependents. The instructions are the same for their blocks as for the spouse blocks above.

At the bottom of the form, the IA should enter the date he/she received the application, in the YYYYMMDD format, and sign the application.

Table 6.
Required Documentation for USFK Form 42.

<u>TYPE OF APPLICATION</u>	<u>REQUIRED DOCUMENTATION</u>
1. Initial.	
a. Civilian employees.	Copy of orders or letter of employment with copies of passport & ID cards.
b. Invited contractors/ Technical representatives. ¹	Letter of Accreditation, ID card and current USFK Form 175-R (Invited Contractor & Technical Representative Personnel Data Report) (less than 30 days old).
c. U.S. citizen employees of of the U.S. Government Departments and agencies.	Assignment notice and ID card.
d. Retirees, widows/widowers, 100% disabled vets.	Reference paragraph 6-4 of this regulation.
e. TDY/TAD (over 90 days).	Copy of orders.
f. Reservists.	Active Member assigned to a TPU in the ROK with effective date of 1988 or later, proof of permanent residence in the ROK (ref paragraph 6-4).
g. Dependents (accompanying the sponsor). ²	Same as sponsor and photo ID of dependents age 11 years and older.
2. Deletion/Addition to Family.	Copy of marriage certificate, birth certificates and photo ID for dependents 11 years and older, etc. ³

Table 6.
Required Documentation for USFK Form 42 (Cont).

<u>TYPE OF APPLICATION</u>	<u>REQUIRED DOCUMENTATION</u>
3. Expiring RCP.	
a. Military dependents/ Civilians	Copy of extension approval or new letter of employment.
b. ICs/TRs. ⁴	New USFK Form 175-R
c. All others.	Same as initial application.
4. Lost or stolen RCP. ⁵	Copy of DA Form 3975 (Military Police Report) or AF Form 1168 (Statement of Witness and Area Support Group (ASG) Commander Approval.)
5. Grade changes.	
a. Active duty military	Copy of orders.
b. Civilian employees	Copy of orders or letter of employment.
c. Military/Civilian sponsorship changes.	Copy of orders and copy of extension approval changes or new letter of employment.

* Note: Photocopy of ID card or passport of all dependents 11 years and older is required to accompany initial applications.

1. For JUSMAG Korean Fighter Program, Accreditation Memorandum is required in lieu of USFK Form 175-R.

2. Non-command sponsored dependents will need extra documentation since they are not listed on the sponsor's orders. The IA must submit copies of the dependent's visa, Copy of SOFA Verification Seal for US dependents and a copy of the dependent's ID card with the USFK Form 42. Non-command sponsored dependents of IC/TRs are not authorized to receive RCP.

3. The IA must check if these documents are original or certified copy. Don't submit original or certified copies. Submit copies.

4. See note 1.

5. Applications to replace lost or stolen RCPs must have the commander, first sergeant or civilian equivalent's signature and be forwarded through the installation or ASG Commander for final approval.

6-10. CONTROLLING COMPLETED APPLICATION FORMS.

a. A USFK Form 42-3 (USFK Form 42 Transmittal Control) (see figure 7-1), will be completed whenever applications are forwarded. The IAs will maintain copies of completed USFK Forms 42-3 for at least one year.

b. Applications will be sent via courier or certified mail. If sent via courier, the courier must have a DD Form 577 on file with the destination agency. Applicants may not carry their own application.

c. The normal sequence of steps for controlling application forms is:

(1) The unit ration control clerk (URCC) completes an application form. The use of the form is recorded on the USFK Form 42-3 as shown in figure 6-3. Completed forms are stored in a safe or other approved security container until time to forward them.

(2) The unit ration control clerk then forwards the completed forms to IAs via courier or certified mail.

(3) Upon receipt of the forms, the IA will prepare a USFK Form 42-3. The IA will sign a copy of the USFK Form 42-3 and return it to the unit ration control clerk to acknowledge receipt of the documents. The IA will check the accuracy of the USFK Forms 42 and 42-1, and (if correct) complete the final section of the USFK Forms 42 and 42-1. The IA will forward a copy of the USFK Form 42-3 and the applications to FKJ1-DM.

(4) FKJ1-DM will sign a copy of the USFK Form 42-3 upon receipt of the forms and return it to the IA to acknowledge receipt of the documents.

d. Voided application forms will be forwarded to the IA for disposition.

e. The IAs processing applications from their own customers will follow the steps outlined above.

f. The IAs authorized to fax applications should follow these procedures:

(1) Complete the application form, record its use on the USFK Form 42-3, and store the completed forms as directed above.

(2) When it is time to fax the applications to FKJ1-DM, complete the USFK Form 42-3 as usual.

(3) Fax the completed USFK Form 42-3, along with the applications to FKJ1-DM.

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g. The completed, original USFK Form 42 must be kept on file with the IA until the individual is transferred out of the IA's area. If the individual is transferred elsewhere within the ROK, the original application (along with later applications) must be forwarded to FKJ1-DM, along with a letter telling FKJ1-DM where the person is being transferred. If the individual is transferred out of the ROK, the original application (along with later applications) should be forwarded to FKJ1-DM with permanent change of station "PCS" written in large letters across the front.

DEPENDENT INFORMATION (COMPLETE THIS SECTION FOR DEPENDENTS RESIDING WITH YOU IN THE ROK)			
RELATIONSHIP CODES:	W - Wife M - Mother/In-Law	H - Husband F - Father/In-Law	D - Daughter A - Other Male S - Son B - Other Female
IS SPOUSE ACTIVE DUTY? (Y/N) <input type="checkbox"/> 1. SPOUSE SSN: <input style="width: 100px;" type="text"/>			
IS NON-MILITARY SPOUSE ELIGIBLE FOR SPONSOR RATION CONTROL PRIVILEGES? (Y/N) <input type="checkbox"/>			
* IF YES, MUST PROVIDE SUBSTANTIATING DOCUMENTS.			
2. NAME: <input style="width: 150px;" type="text"/> Last <input style="width: 150px;" type="text"/> First <input style="width: 50px;" type="text"/> MI 3. ISSUE <input style="width: 50px;" type="text"/> RCP? (Y/N)			
4. RELATIONSHIP CODE: <input style="width: 50px;" type="text"/> 5. DOB: (YYYYMMDD) <input style="width: 100px;" type="text"/>			
6. CITIZENSHIP: <input type="checkbox"/> 1 - USA <input type="checkbox"/> 2 - ROK <input type="checkbox"/> 3 - Other			
7. NAME: <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 50px;" type="text"/> 8. ISSUE <input style="width: 50px;" type="text"/> RCP? (Y/N)			
9. SSN: <input style="width: 100px;" type="text"/> 10. RELATIONSHIP CODE: <input style="width: 50px;" type="text"/> 11. DOB (YYYYMMDD) <input style="width: 100px;" type="text"/>			
12. CITIZENSHIP: <input type="checkbox"/> 1 - USA <input type="checkbox"/> 2 - ROK <input type="checkbox"/> 3 - Other			
13. NAME: <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 50px;" type="text"/> 14. ISSUE <input style="width: 50px;" type="text"/> RCP? (Y/N)			
15. SSN: <input style="width: 100px;" type="text"/> 16. RELATIONSHIP CODE: <input style="width: 50px;" type="text"/> 17. DOB (YYYYMMDD) <input style="width: 100px;" type="text"/>			
18. CITIZENSHIP: <input checked="" type="checkbox"/> 1 - USA <input type="checkbox"/> 2 - ROK <input type="checkbox"/> 3 - Other			
19. NAME: <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 50px;" type="text"/> 20. ISSUE <input style="width: 50px;" type="text"/> RCP? (Y/N)			
21. SSN: <input style="width: 100px;" type="text"/> 22. RELATIONSHIP CODE: <input style="width: 50px;" type="text"/> 23. DOB (YYYYMMDD) <input style="width: 100px;" type="text"/>			
24. CITIZENSHIP: <input type="checkbox"/> 1 - USA <input type="checkbox"/> 2 - ROK <input type="checkbox"/> 3 - Other			
25. NAME: <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 50px;" type="text"/> 26. ISSUE <input style="width: 50px;" type="text"/> RCP? (Y/N)			
27. SSN: <input style="width: 100px;" type="text"/> 28. RELATIONSHIP CODE: <input style="width: 50px;" type="text"/> 29. DOB (YYYYMMDD) <input style="width: 100px;" type="text"/>			
30. CITIZENSHIP: <input type="checkbox"/> 1 - USA <input type="checkbox"/> 2 - ROK <input type="checkbox"/> 3 - Other			
FOR INTERNAL USE ONLY			
SIGNATURE OF ISSUING AGENT			SSN

Figure 6-2. USFK Form 42 (Cont)

CHAPTER 7

INSTRUCTIONS FOR ISSUING TEMPORARY RATION CONTROL PLATES

7-1. GENERAL INSTRUCTIONS. The USFK Forms 46-3 and 46-4 are controlled items. The IA must maintain accurate log (separate log for USFK Forms 46-3 and 46-4) using the form in Figure 7-1 and must fax the completed issue log by each Thursday of the week to FKJ1-DM.

SERIAL #	SPONSOR SSAN	SPONSOR SIGNATURE	CARD TO BE ISSUED TO	ISSUE DATE	EXP DATE	PURPOSE

Figure 7-1. Issue Log USFK Form 46-3/46-4.
7-1

INSTRUCTIONS FOR COMPLETING USFK FORM 46-3/46-4 Issue Log

Step 1 - Circle 46-3 or 46-4 on the top of the log to identify which form is being issued.

Step 2 - Print clearly or type which Issuing Agent (IA) is issuing the card.

Step 3 - Print clearly or type month and year temporary RCPs are issued.

Step 4 - Print clearly or type page # of log. Additional pages for same form type, i.e., month and year need not be filled in at the top except for page #.

Step 5 - Print clearly or type the serial number of the card you are going to issue.

Step 6 - Verify sponsor's SSAN by checking ID; print clearly or type the sponsor's SSAN. The USFK Regulation 60-1, Chapter 3, paragraph 3-2, identifies who is authorized.

Step 7 - Print clearly or type the name of the individual who will actually be using the card.

Step 8 - Print clearly or type the date the card is being issued.

Step 9 - Print clearly or type the expiration date of the card. Do not issue cards for more than 30 days, unless directed by FKJ1-DM.

Step 10 - Print clearly or type the purpose for issuing the card, i.e., TDY¹, leave¹, PCS-in¹, PCS-out¹, L/S RCP², exp³. When dependents are accompanying the sponsor, print clearly or type DEP for additional cards issued to sponsor.

Step 11 - Have sponsor sign for card. Exception: Active duty unaccompanied dependent on leave/vacation with EML orders may sign for USFK Form 46-4.

¹Identify which category the privilege is for. See figure 5-1.

²If for lost/stolen permanent RCP, individual must first complete Military Police report and see the unit commander prior to the area commander. They must turn in a completed USFK Form 42 with area commander signature prior to issuing a temporary RCP.

³Enter EXP for expiring RCPs. This applies to permanent RCPs only, NOT TEMPORARIES. For reissue of temporaries, identify initial reason for the issue. See figure 5-1.

Figure 7-2. General Instruction for USFK Forms 46-3/46-4.

INSTRUCTIONS FOR USFK FORM 46-3

Step 1 - When issuing the USFK Form 46-3, enter the name of the person who will actually use the card.

Step 2 - Enter the sponsor's grade. For invited contractor, enter IC. For dependents, enter DEP.

Step 3 - Enter the sponsor's SSAN.

Step 4 - Enter the sponsor's unit identification code (UIC). If TDY, enter UIC of unit individual is performing temporary duty for. If leave/vacation, enter UIC of issuing agency.

Step 5 - Circle yes or no for controlled item privileges. See paragraph 5-3c, Table 5-2 of this regulation.

Step 6 - Circle yes or no for alcohol purchases. See this regulation, paragraphs 5-3b and 5-3c, Table 5-2 to determine if eligible and what the limit is. If eligible for zero (0) units X all boxes. If eligible for two (2) units X through five (5) of the boxes, if eligible for three (3) units X through four (4) of the boxes. If eligible for five (5) units, leave all boxes empty. If for a PCS-in with family, tell the sponsor that their alcohol ration must be accompanied by a request for exception. Otherwise, the system will continue to show their ration as three (3) units per month.

Step 7 - See USFK Reg 60-1, paragraphs 5-3b, and 5-3c, Table 5-2 to determine if eligible and what the limit is. If for a PCS-in with family, tell the sponsor that their commissary dollar limit must be accompanied by a request for exception letter to correct their family size. Otherwise the system will continue to show their commissary dollar limit as \$350.00 per month. If other than PCS-in, ask the sponsor how the family limit should be allocated and enter on applicable cards.

Step 8 - Enter date card is issued on.

Step 9 - Enter expiration date. This date should not exceed 30 days, unless so directed by J1-DM.

Step 10 - Have the individual who will actually be using the card sign the card.

Step 11 - Issuing agent signs the card.

Step 12 - Record the issue of the temporary RCP on the USFK Form 46-3 log.

Figure 7-3. ISSUING USFK FORM 46-3.

INSTRUCTIONS FOR USFK FORM 46-4

Step 1 - When issuing the USFK Form 46-4, enter the name of the individual who will actually use the card.

Step 2 - Enter the sponsor's grade. For dependents, enter DEP.

Step 3 - Enter the sponsor's SSAN.

Step 4 - Enter the issuing agent's UIC.

Step 5 - Circle yes or no for controlled item privileges. See USFK Reg 60-1, paragraph 5-3c, Table 5-2.

Step 6 - Circle yes or no for alcohol purchases. See paragraphs 5-3b, and 5-3c, Table 5-2 to determine if eligible and what the limit. If eligible for two (2) units X through two (2) of the boxes, if eligible for four (4) units, leave all boxes empty.

Step 7 - Three visits to commissary and three visits to exchange applies to entire family as a unit. Ask the sponsor how the visits should be allocated and mark boxes accordingly.

Step 8 - Enter date card is issued on.

Step 9 - Enter expiration date. This date should not exceed 30 days, unless so directed by FKJ1-DM. Remind the sponsor USFK Form 46-4 privileges are for each vacation trip. Renewals or extensions for the same vacation period are not allowed, unless so directed by FKJ1-DM.

Step 10 - Have the individual who will actually be using the card sign the card.

Step 11 - Issuing agent signs the card.

Step 12 - Record the issue of the temporary RCP on the USFK Form 46-4 log.

Figure 7-4. ISSUING USFK FORM 46-4.

Table 7.
PURPOSE AND CATEGORIES.

TDY(Less than 90 days)	
Active Duty	TDY-AD
Reserve	TDY-RES
Civilian	TDY-CIV
Invited contractor/Technical Rep	TDY-IC
Major Exercise	One of the above and name of exercise
TDY-RES	
Accompanying Dependents	TDY-DEP
LEAVE/VACATION	
Active Duty	LEAVE-AD
Civilian	LEAVE-CIV
Retired	LEAVE-RET
Accompanying Dependents	LEAVE-DEP
Unaccompanied Active Duty Dependent	LEAVE-UADD
PCS IN	
Sponsor	
Active Duty	PCS-IN-AD
Reserve	PCS-IN-RES
Civilian	PCS-IN-CIV
Invited Contractor/Technical Rep	PCS-IN-IC
Sponsor's Dependents	
Active Duty Dependent	PCS-IN-AD-DEP
Reserve Dependent	PCS-IN-RES-DEP
Civilian Dependent	PCS-IN-CIV-DEP
PCS OUT	
Sponsor	
Active Duty	PCS-OUT-AD
Reserve	PCS-OUT-RES
Civilian	PCS-OUT-CIV
Invited Contractor/Technical Rep	PCS-OUT-IC
Sponsor's Dependents	
Active Duty Dependent	PCS-OUT-AD-DEP

Table 7.
PURPOSE AND CATEGORIES (Cont).

Reserve Dependent
 Civilian Dependent

PCS-OUT-RES-DEP
 PCS-OUT-CIV-DEP

LOST/STOLEN RCP - Sponsor must turn in new application for Lost/Stolen RCP with Military Police Report signed by unit commander and area support group commander.

Sponsor
 Dependent

L/S RCP
 L/S RCP-DEP

EXPIRING RCP - This applies to expired permanent RCPs only, NOT EXPIRED

TEMPORARIES. For reissue of expired temporaries, identify the initial reason for the issue (i.e. TDY-AD, LEAVE-CIV, PCS-OUT)

Active Duty
 Reserve
 Civilian
 Invited Contractor/Technical Rep
 Embassy Employees
 Retirees
 Widows
 Accompanying Dependents – except of

EXP-AD
 EXP-RES
 EXP-CIV
 EXP-IC
 EXP-EMB
 EXP-RET
 EXP-WI
 EXP-DEP
 IC/TR

CHAPTER 8

ISSUING AGENCIES: PURPOSE AND FUNCTIONS

8-1. PURPOSE. Issuing agencies serve as the "middle men" in the ration control system. They administer the ration control program on behalf of the area commander and FKJ1-DM.

8-2. FUNCTIONS. Issuing agencies perform the following functions:

- a. Process applications for RCPs and issue RCPs to civilians, retirees, ICs, TRs, disabled veterans, dependents of these personnel and widows/widowers.
- b. Accept RCP applications for dependents of military personnel from the URCC or the individual and issue RCPs to either the unit clerks or the individuals themselves. The IA may elect to accept and issue RCPs through URCCs or individuals to meet local needs.
- c. Screen all RCP applications for completeness and correctness. Return applications with errors to either the individual or the unit for correction.
- d. Maintain a file of appointment letters for URCCs, along with a DD Form 577 (Signature Card) for each clerk. The appointment letter must be signed by the unit commander. The appointment letter and DD Form 577 must be in the IA's possession before the URCC can receive service from the IA.
- e. Receive violation rosters from FKJ1-DM and issue violation rosters to URCCs. Receive Show Cause and Warning Letters from FKJ1-DM and distribute them to the violators.
- f. Destroy expired, duplicate, incorrect, or otherwise unneeded RCPs. Maintain a destruction log for a period of one year.
- g. Maintain control over accountable forms. Store controlled ration control forms in an approved security container.
- h. Maintain and secure a stock of USFK Form 42 (Command Unique Personnel Information Data System (CUPIDS) Application) sufficient to meet customer needs.
- i. Maintain and secure a stock of USFK Form 46-3 (USFK Temporary Ration Control Plate) and USFK Form 46-4 (USFK Temporary Ration Control Plate (3/3)) sufficient to meet customer needs.
- j. Maintain a stock of sales cards, USFK Form 47 (US Forces Korea Controlled Item Purchase/Refund Record) and USFK Form 49 (US Forces Korea Item Purchase Record) for sales facility use in an emergency. Keep at least 500 USFK Form 47 and 2,000 USFK Form 49 on hand at all times.

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k. Provide guidance to URCCs, commanders and first sergeants on the contents of this regulation.

l. Inspect unit ration control programs at least once annually to ensure compliance with this regulation.

m. Ensure sales cards, USFK Forms 47 and 49, are collected from sales facilities and turned in to FKJ1-DM by the fifth working day of each month.

n. Train URCCs on the procedures in this regulation within 30 days of their appointment as unit clerks. Conduct follow-up training as needed.

o. Issue USFK Forms 46-3 and 46-4 to authorized personnel.

p. Outprocess personnel. All personnel except unaccompanied military must outprocess through the IA to turn in their RCP.

q. Receive USFK Form 210 (Request for Ration Control Monthly Sales Summary) and USFK Form 217 (Request for Ration Control Check), send the request to FKJ1-DM, and distribute the completed monthly sales summary and USFK Form 217 to the requesting units. Units with a web connectivity and access to the J1 database are responsible for completing ration control checks and processing requests for monthly sales summaries.

r. Review Unit Representative purchases and provide respective commanders with information when abuse of privileges occurs (See chapter 10, paragraph 10-8).

CHAPTER 9**ISSUING AGENCIES: CREATION, CLOSURE, MANNING, AND TRAINING****9-1. CREATING NEW ISSUING AGENCIES.**

a. Area commanders are responsible for creating issuing agencies within their geographical area of control. When considering whether or not to create a new IA, area commanders should consider geography, customer convenience, and the need to keep strict control over IA operations as key factors.

b. To create a new IA, area commanders must notify the Data Management Division (FKJ1-DM) in writing, no later than (NLT) 30 days in advance of the desired operational date of the IA. Requests should be addressed to the Commander, USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010. The notification letter must include the following information:

(1) Name of the installation.

(2) Mailing address of the proposed new IA, including the APO.

(3) Name, rank, SSAN, and telephone number of the issuing agent and alternate.

(4) Identification of all units to be served by the new IA to include complete unit title, unit identification code (UIC) or personnel accounting symbol (PAS) code, installation where the unit is located (including the APO), and the name of the IA which served the unit previously.

(5) If training is needed for the new IA, request a training date from FKJ1-DM.

(6) When picking a location for the new IA, attempt to select one that is convenient for the customers. Consolidated inprocessing facilities or locations near high-traffic areas, like exchanges or commissaries, make ideal locations.

c. The FKJ1-DM will--

(1) Adjust its computer records to match the area commander's request and notify the commander when this action is completed.

(2) Conduct IA training when requested by the area commander.

d. The new IA, in coordination with the previous IA, will--

(1) Pick up ration control records from the previous IA.

(2) Identify all outstanding actions for the units served, and pick up the logs applicable to them from the previous IA.

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(3) Sign for all undelivered RCPs, excess purchase rosters, and other mail or documents for the transferred units from the previous IA.

(4) Ensure each unit and sales facility is notified, in writing, of the effective date of transfer of support and new points of contact.

9-2. APPOINTMENT OF ISSUING AGENTS.

a. The IAs must be appointed in writing. A letter or appointment orders may be used. If a letter of appointment is used, it must be signed by the Area Commander. A copy of the appointment letter or orders, along with a DD Form 577 must be forwarded to FKJ1-DM before the IA can receive any service from FKJ1-DM.

b. The IAs must meet the following qualifications:

(1) The primary must be an NCO or U.S. civilian equivalent.

(2) An alternate must be appointed.

(3) Both the primary and the alternate must have more than six months retainability in country and no record of ration control violations.

c. Whenever possible, the date eligible return from overseas (DEROS) of the primary and alternate should be staggered to minimize the training burden and provide continuity in the IA.

d. Whenever possible, appoint civilians as IAs. Civilians provide better continuity in the IA. In the long run, this creates a stable IA, with fewer training requirements.

9-3. TRAINING OF ISSUING AGENTS. The FKJ1-DM will provide the following training resources:

a. Individualized training for IAs will be provided upon request. Individualized training must be scheduled in advance with the FKJ1-DM Customer Service Branch Chief; no walk-ins will be accepted.

b. Each year, FKJ1-DM will conduct one or more Staff Assistance visits to the IAs. Each year, FKJ1-DM will conduct one or more training workshops for IAs.

9-4. CLOSING ISSUING AGENCIES.

a. When considering closing an IA, area commanders must ensure the units serviced by that IA can still be adequately supported.

b. If the decision is made to close an IA, the area commander notifies FKJ1-DM, in writing, of the proposed closure at least 30 days in advance. The letter must include the following:

- (1) Name of the installation.
 - (2) Mailing address of IA, including the APO.
 - (3) Desired closure date.
 - (4) Identification of all units served by the IA to include complete unit title, UIC or PAS code, installation where the unit is located (including the APO number), and the name of the IA(s) which will serve these units in the future.
- c. The FKJ1-DM will adjust its computer records accordingly and notify the commander, in writing, when this action is completed.
- d. The deactivated IA, in coordination with the IA(s) assuming support will--
- (1) Transfer all records applying to transferred units to the gaining IA(s).
 - (2) Sign over to the gaining IA(s) any undelivered RCPs, excess purchase rosters, and other mail or documents destined for assigned units or personnel.
 - (3) Turn in IA anvil machines and RCPs to FKJ1-DM immediately after deactivation.
 - (4) Notify each unit in writing of the effective date of transfer and new points of contact.

CHAPTER 10

THE UNIT RATION CONTROL PROGRAM

10-1. UNIT COMMANDERS/FIRST SERGEANTS OR CIVILIAN EQUIVALENTS.

- a. Supervise the unit ration control program.
- b. Conduct all disciplinary action, in coordination with the Area Commander, and, when required, the supporting legal office, to include counseling on ration control violations.
- c. Approve/disapprove Unit Representative purchases.
- d. Approve/disapprove short-term exceptions to liquor quantity and commissary dollar limits.

10-2. APPOINTMENT OF UNIT RATION CONTROL CLERKS.

a. Unit ration control clerks must be appointed in writing. The letter of appointment must be signed by the unit commander or civilian equivalent and forwarded, along with a DD Form 577, to the appropriate IA before the unit can receive any service from the IA.

b. Unit clerks must meet the following qualifications:

- (1) A primary and an alternate must be appointed.
- (2) Both the primary and the alternate must have more than six months retainability in country and no record of ration control violations.
- (3) Whenever possible, the DEROS of the primary and alternate should be staggered to minimize the training burden and provide continuity in the unit ration control function.

10-3. UNIT RATION CONTROL CLERKS.

- a. Process applications for RCPs and issue RCPs to unit members and their dependents.
- b. Screen all RCP applications for completeness and correctness. Return applications with errors to the individual for correction.
- c. Receive violations rosters from the servicing IA. Provide them to the unit commander/first sergeant or civilian equivalent for potential disciplinary action in coordination with the Area Commander. Receive Warning and Show Cause Letters from the servicing IA. Distribute to the offending unit member.

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- d. Work through the IA to assist unit commanders/first sergeants or civilian equivalent in getting copies of purchase record(s) whenever needed in an investigation.
- e. Turn in any unclaimed RCPs to the servicing IA immediately. If the RCP's owner is TDY/TAD, on leave or in the field, retain the RCP. Otherwise, turn in the RCP to the servicing IA.
- f. Turn in any incorrect, damaged, duplicate, or expired RCPs to the servicing IA.
- g. Maintain control over accountable forms. Store controlled forms in an approved security container.
- h. Maintain and secure a stock of USFK Forms 42 sufficient to meet customer needs.
- i. Brief new unit members on the ration control program.
- j. Receive USFK Form 210 and USFK Form 217, send the form to FKJ1-DM through the servicing IA, as appropriate, and distribute the completed monthly sales summary and USFK Form 217 to the requestor.

10-4. BRIEFING NEW UNIT MEMBERS.

- a. The unit commander or designated representative will brief new unit members on the ration control program. This requirement is in addition to any information which may have been provided at in-processing centers or in other forums.
- b. This briefing must include the following items:
 - (1) An explanation of how to read the RCP.
 - (2) An explanation of liquor and beer ration policy, commissary monthly dollar limits, controlled items, how to read the USFK Forms 47 and 49, and any local policies.
 - (3) An explanation of how to properly dispose of controlled items.
 - (4) An explanation of area command policies concerning violations, black marketing and illegal transfer of duty-free goods.
- c. Failure to receive this briefing or receipt of a flawed or incomplete briefing does not constitute a defense to a charge of violating any of the provisions of USFK Reg 60-1.

10-5. PROCEDURES FOR ACTIVATING/DEACTIVATING UNITS.

a. The unit commander/first sergeant or civilian equivalent must notify FKJ1-DM, in writing, of the proposed activation/deactivation. The letter must arrive at least 30 days in advance of the proposed effective date and include the following information:

- (1) Name of the unit.
- (2) The UIC or PAS code.
- (3) Name of the servicing IA.
- (4) Complete address of the unit, including the APO.
- (5) Desired activation/deactivation date.

b. The FKJ1-DM will notify the commander, through the servicing IA, when the computer records have been appropriately updated.

c. If the current Unit Representative is PCSing or ETSing, FKJ1-DM must be notified in order to change the family size limits according to this regulation.

10-6. MASS TRANSFER OF PERSONNEL BETWEEN UNITS.

a. When transferring all personnel from one unit to another, the gaining unit commander must notify FKJ1-DM in writing. The notification letter must arrive at least 30 days in advance of the desired operational date and include the following information:

- (1) The UIC or PAS code of the losing unit.
- (2) The UIC or PAS code of the gaining unit. If the gaining unit is a new unit, include the name of the unit, the complete address (including APO), and the name of the IA which will serve the new unit.
- (3) Desired effective date.

b. Transferring a portion of a unit to another. The gaining unit commander must notify FKJ1-DM in writing. The notification letter must arrive at least 30 days in advance of the desired transfer date and include the following information:

- (1) Name, rank and SSAN of personnel being transferred.
- (2) The UIC or PAS code of the losing and gaining units. If the gaining unit is a new one, then include the name of the unit, the complete address (including APO), and the name of the IA which will serve the new unit.

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(3) Desired effective date.

c. The FKJ1-DM actions. The FKJ1-DM will take the information provided and check it against the component personnel system. If the desired operational date is after the first of the month, the changes will not be reflected in the files until the following month, or when the component personnel system is updated.

10-7. PROCESSING PERSONNEL TRANSFERRED WITHIN THE ROK.

a. Personnel transferred within the ROK without DEROS change will clear through their IA; however, those with RCPs will retain them.

b. The gaining unit ration control clerk will review the CUPIDS roster and submit USFK Form 42, if necessary, with a copy of the transfer orders to FKJ1-DM as part of the regular CUPIDS update cycle.

10-8. APPOINTMENT OF UNIT REPRESENTATIVES TO PURCHASE DUTY-FREE GOODS.

a. The appointment of Unit Representatives has replaced the use of Unit Ration Control Plates. Commanders who are O-3 or higher and civilian personnel in grade GS-10 or higher may designate not more than one primary and three alternate representatives by memorandum to purchase duty-free goods for their respective unit or organization. The representative must be a U.S. citizen, a Noncommissioned officer (E-5 or higher) or a civilian (GS-05 or higher), and must have 8 months remaining in country. Commissary dollar and alcohol limits for the unit representatives have been set by FKJ1-DM, however commanders or their designee may set specific spending limits for their unit representative. See Figure 10-1 for a sample memorandum for appointing Unit Representatives.

b. Unit commanders and organization chiefs are responsible for ensuring the Unit Representatives do not abuse these privileges and all purchases made on the unit's behalf are in support of unit or organization activities.

Office Symbol

Date:

MEMORANDUM FOR ACoF S, J1, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010

SUBJECT: Appointment of Unit Representative to Purchase Duty-free Goods

1. This individual is hereby appointed as the Ration Control Representative to purchase duty-free goods for <Unit Name>. The Representative will purchase these goods as necessary for the unit using his/her personal ration control plate. Purchases for the unit must be maintained, accounted for and kept separate from all personal purchases. The Representative may be called to account for all unit purchases via an audit at any time.

UNIT:

Representative Name/Rank	SSAN:	DEROS	Recommended Amount
_____	_____	_____	_____

2. When unit purchases will exceed shelf or quantity limits approval must be granted by the local commissary manager or Area Commander. A detailed list of items to be purchased must be presented for approval. Recommend receipts be attached to the approved list to facilitate audits.

3. Point of contact. (Name and Duty phone number or email address.)

4. This appointment is approved by the unit commander or equivalent for civilian personnel as signed below.

Signature Block Commander

Figure 10-1. Request for Unit Representative.

CHAPTER 11**PROHIBITED ACTIVITIES AND PERMISSIBLE SANCTIONS**

11-1. OVERVIEW. Prohibitions in paragraph 11-2 below are intended to regulate conduct of individual members rather than to provide general guidelines for the conduct of military functions. Sanctions for the violation of the prohibitions in paragraph 11-2 below may include prosecution for violation of a lawful general regulation under Article 92, UCMJ.

11-2. PROHIBITED ACTIVITIES.

a. Prohibited transfers of duty-free goods. Personnel subject to this regulation will not transfer duty-free and tax-free goods to another person in the ROK unless such goods are transferred IAW USFK Regs 643-1 and 643-2.

(1) Transfers between individuals or organizations having duty-free import privileges can be done using a USFK Form 20 (Bill of Sale) prepared IAW the instructions in USFK Reg 643-1.

(2) Transfers between an individual who has duty-free import privileges and an individual or organization not having duty-free import privileges are complicated affairs. The ROK Collector of Customs may be required to approve such transactions in advance. Procedures for transferring duty-free goods to an individual or organization without duty-free import privileges can be found in USFK Reg 643-2.

b. Prohibited purchasing activities. Personnel subject to the regulation will not:

(1) Purchase in excess of personal needs and the needs of authorized family members except for use as bona fide gifts as permitted by the SOFA and USFK Regs 643-1 and 643-2.

(2) Purchase in excess of quantity limits established in Chapter 4 of this regulation.

(3) Make multiple purchases in the same day from the same or different sales facilities for the purpose of circumventing established shelf limits or daily purchase limits.

(4) Purchase in excess of dollar limits on commissary purchases.

c. Prohibited activities with access media (as defined in chapter 3). Personnel subject to this regulation will not:

(1) Transfer, barter, sell, pledge, or otherwise allow an access medium to be used or possessed by anyone other than the individual to whom it was issued, unless specifically authorized by regulation.

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(2) Alter, forge, or counterfeit an access medium or possess, transfer, or use an access medium knowing it to be altered, forged, or counterfeited.

(3) Present, make, or use any document known to contain false or fraudulent information in an attempt to obtain an access medium.

(4) Use or possess any access medium for the purpose of committing fraud.

(5) Possess, use or attempt to use an access medium which belongs to another person.

(6) Possess or use an access medium, controlled item purchase record document or bill of sale for fraudulent purposes.

(7) Fail to execute or provide the appropriate anvilled and/or signed purchase record to the cashier, law enforcement personnel, or authorized person acting in an official capacity before exiting the sales facility in which the purchase was made.

d. Other prohibited activities. Personnel subject to this regulation will not:

(1) Refuse to present the sponsor's or family members' ID, access media, or other government provided documents used in purchasing or selling duty-free or tax-free items upon proper demand by military law enforcement personnel or other authorized personnel acting in an official capacity.

(2) Conspire to obtain, obtain, or attempt to obtain unauthorized favors to procure duty-free or tax free goods for oneself or another.

(3) Knowingly fail to promptly, and without delay, report loss, theft, or recovery of an access medium.

(4) Fail to present within a reasonable time and upon proper demand of the unit commander, military law enforcement personnel, or other authorized personnel acting in an official capacity valid and bona fide information or documentation related to continued possession or proper disposition of any controlled item.

(5) Receive or possess controlled items (as defined in this regulation) knowing them to have been obtained in violation of this regulation.

(6) Knowingly make a false report that an access medium (as defined in chapter 3) has been lost, stolen, or destroyed.

(7) Use a RCP known to have been previously reported as "lost" or "stolen" without reinstating the RCP.

11-3. SANCTIONS.

a. Personnel subject to the UCMJ who violate the prohibitions in paragraph 11-2 above may be prosecuted for violation of a lawful general regulation under Article 92, UCMJ. Those who fail to comply with other provisions of this regulation may be subject to punishment under the UCMJ, as well as to adverse administrative action and other adverse action authorized by applicable U.S. law or regulation.

b. Personnel not subject to the UCMJ who fail to comply with the provisions of this regulation may be subject to adverse administrative sanctions, including, but not limited to, revocation of privileges as authorized by applicable law and regulation. Prior to initiating any adverse administrative action against a person not subject to the UCMJ who has allegedly failed to comply with this regulation, the commander or supervisor authorized to take the action will coordinate with the servicing judge advocate, and, in the case of civilian employees, with the servicing civilian personnel office.

c. Members of the U.S. Forces serving in the ROK, civilian employees, ICs, TRs, and their family members may be subject to trial by ROK courts, or administrative fines and forfeitures, for any violation of ROK customs laws.

11-4. REVOCATION OF PRIVILEGES.

a. General. Access to duty-free goods is a privilege that may be revoked or suspended, if it is abused. Only the area commander or designated representative may revoke/suspend/reinstate access privileges. Revocation/suspension can be for any time period, including indefinitely. Individuals whose access privileges have been indefinitely suspended may request in writing, but not more often than once yearly, for reinstatement to the area commander or designated representative. (Reference paragraph 12-5 of this regulation for details on revocation of privileges).

b. Mandatory revocation. Access privileges must be revoked in cases which are directly connected with black marketing activity, purchasing in excess of personal needs, or wrongful transfer of duty-free goods. If total revocation creates undue hardship, commanders may authorize limited privileges upon proper petition by the offending party. Proper petition requires more than a statement that this would create undue hardship.

c. Reinstatement. After a revocation period is up, the individual must request reinstatement of privileges, in writing, to the commander who will determine if privileges should be reinstated. If the commander agrees that privileges should be reinstated, the commander must sign the individual's application for a new access media.

CHAPTER 12

VIOLATION REPORTS, CORRECTION OF RECORDS, AND REVOCATION OF PRIVILEGES

12-1. VIOLATIONS REPORTS. To assist commanders in disciplinary action and law enforcement officials in investigations, FKJ1-DM provides the following reports:

a. Monthly Alcohol Violation Roster. This report is sent to area and unit commanders through the servicing IA monthly and identifies all unit members who have exceeded their liquor limits for that month. Note: Local Provost Marshal offices handle beer limit violations.

b. Ration Control Check. The ration control check is used to obtain a report of all excess purchases, both commissary and alcohol, for a particular individual. Use USFK Form 217. This form can be used for variety of purposes, such as extension/curtailment of tour, recommendation for award/re-enlistment, pre-employment check, extension of contractor employment, and any other purposes. The USFK Form 217 should not be submitted with more than one social security number per request. Completed ration control check is private information and must be guarded accordingly. The request form must be signed by the unit commander, first sergeant, or civilian equivalent. Others authorized to sign the request form include the IA, administrative supervisors, unit security officers, personnel authorized to submit awards for subordinates.

(1) Submission of request forms. Staff sections and unit ration control clerk(s) will submit USFK Form 217 along with USFK Form 42-3 (USFK Form 42 Transmittal Control) to the issuing agent for processing. The subject individuals should not carry their own request forms. Request forms will be sent via courier, fax or mail.

(2) Processing. The IAs will complete the request within 3 working days.

(3) Distribution of completed request forms. The completed forms will be sent via courier. The subject individual cannot pick up his own ration control check if the individual has ration control violations. The individuals authorized to pick up ration control checks must submit DD Form 577 to the servicing IA prior to picking up the ration control check.

(4) Individuals may pick up their own ration control check if the individual does not have any violations. Completed ration control checks may be faxed or electronically mailed (emailed) to the IA on an emergency basis. Ration Control checks with no violations may be faxed or emailed directly to the units.

c. Sales Summary. This is a report unit commanders can request which provides the history of purchases for an individual for last two years. To request this report, complete and forward a USFK Form 210 (Request for Ration Control Monthly Sales Summary) to the servicing IA. Follow the same procedures as ration control check in paragraph 12-1b.

USFK Reg 60-1

d. **Warning Letters.** This is an itemized listing of purchases from the commissary by an individual sent to the unit commander and to the individual through the IA. This report lets the unit commander and the individual know that the individual exceeded monthly commissary limits. This report is used for informational purposes only and no actions need be taken. In order to receive a warning letter, one must be a first time commissary dollar limit violator and must have violated by less than 5% of one's dollar limit as shown in Chapter 4, Table 4-2. Any further violation will result in a show cause letter.

e. **Show Cause Letters.** This is an itemized listing of purchases from the commissary by an individual sent to the unit commander, Adjudication Authority, and the individual through the IA. This report lets the unit commander, Adjudication Authority, and the individual know he exceeded his monthly commissary limits. This report is for individuals who have previously received a warning letter or have exceeded their family dollar limits by more than 5%. Personnel receiving a show cause letter must contact their area support group commander to adjudicate the violation.

12-2. ADDITIONAL REPORTS PROVIDED BY FKJ1-DM.

a. **A Command Unique Tracking System (CUTS) Check.** This computer generated product provides an itemized list of what a person has purchased in commissaries throughout Korea, as well as total monthly spending, over-purchases, dates and times spender shopped, and what cashier the shopper used. It also provides information that clearly indicates if a person is buying individual commissary items in excess of his personal needs. Data is available from 1 Sep 96 - present. Requests should include name, SSAN and what months are required.

b. **A Commissary Cashier Bad Entry Check.** This product provides data on the number of good and bad entries (of SSANS) each commissary cashier makes each month. Bad entries are those where the SSAN entered into the commissary cash register is not in the ration control database. Times and dates of bad entries are also contained in this report. Information is recorded by a commissary cashier's employee number. This product is useful in identifying cashiers who are conspiring with customers to circumvent the ration control system or that require additional training. Requests should specify what commissary and what months the information is required for.

c. **Ration Control Card (RCP) Holders List.** This product is useful for identifying people who have violated their beer purchase limits. This list identifies each RCP card holder within a certain geographic Area (e.g. Area IV) and contains data such as name, unit, SSAN, and RCP Card Number. It is useful for identifying and locating a person who signed a beer purchase log with his/her RCP card number. When requesting this document, specify how the information should be sorted (e.g., by RCP card number) and the information required, such as name, unit and SSAN.

12-3. HANDLING VIOLATIONS.

a. Commanders and first sergeants should investigate reported violations and determine what punishment (if any) the violation warrants.

b. Ordinarily, the area commanders or designated representatives will revoke an alleged offender's duty-free goods privileges if the commander has credible evidence of suspected black marketing, illegal transfer of duty-free goods or purchase in excess of personal needs. The procedures to be used are described in paragraph 12-5.

c. If there is reason to question the accuracy of the violation report, commanders and first sergeants can request a copy of the purchase transaction record through their servicing IA.

12-4. CORRECTION OF RECORDS.

a. Liquor. If a violation report wrongly identifies an individual as having committed a violation, the area commander may get the record corrected. To do this, the violator must send a memorandum through the area commander and servicing IA to FKJ1-DM to request a correction of records (Fig 12-1). The area commander must provide an endorsement which states that the violation was investigated and should be removed from the FKJ1-DM violator database.

b. Controlled Items. A sponsor can request a copy of his/her family's controlled items purchase history by writing to the Commander, ATTN: FKPM-SSD, Unit #15237, APO AP 96205-0010. If, after reviewing this record, the sponsor finds there are errors, corrections can be requested by submitting a request for correction of records to the above address.

12-5. REVOCATION PROCEDURES.

a. Authority to revoke access to duty-free goods privileges rests with the area commander or designated representatives. **EXCEPTION:** Authority to revoke access for Embassy employees and their family members rests with the U.S. Embassy. In the discussion below, commander refers to area commanders or their designated representatives.

b. Prior to revoking access to duty-free goods privileges, the following actions must be taken:

(1) The commander must give the offender a "show cause" letter which outlines the reasons which warrant suspension/revocation of privileges and requires the offender to "show cause," in writing, why privileges should not be revoked. A copy of the notice must be forwarded to the individual's unit commander or senior supervisor and the servicing IA. If the individual is a dependent, a copy of the notice must be forwarded to the sponsor and the sponsor's commander or senior supervisor.

(2) The offender's RCP must be confiscated immediately.

USFK Reg 60-1

(3) The offender must be given seven days to respond in writing.

c. After considering the facts of the case, the commander or designee makes a decision in writing concerning the suspension/revocation of privileges.

d. If the commander elects to revoke privileges, the offender must be given written notice of the decision, the length of the proposed revocation, and procedures for requesting reinstatement of privileges. A copy of the notice must be provided to the servicing IA, FKJ1-DM, and FKPM-SSD to prevent the individual from receiving another RCP.

(1) If the revocation is for less than 90 days, the commander should turn the RCP in to the IA. The IA will hold the revoked RCP for the revocation period and return it to the commander upon completion of the revocation period.

(2) If the revocation is for 90 days or more, the commander should turn the RCP in to the IA for destruction.

e. If the commander feels that total revocation is too harsh, but would like to partially revoke privileges, the commander may request the local IA grant limited privileges (see figure 12-2). The local IA will issue one of the USFK Forms 46-3 or 46-4 upon presentation of the commander's authorization letter. This temporary privilege is good for a period of one calendar month. It may be renewed each month at the Area Commander's discretion.

f. Upon completion of the revocation period, the offender may request reinstatement of privileges. Such a request must be made, in writing, to the commander.

(1) If the commander approves the request, the area commander or designated representative will either return the confiscated RCP (if the revocation period was for less than 90 days) or sign an application for a new RCP (if the confiscated one was destroyed) and notify FKJ1-DM and FKPM-SSD, in writing.

(2) If the commander denies the request, the commander must notify the offender, in writing, the reason why the request was denied, provide the individual with a new revocation period, and instructions on how to appeal the decision. Appeals must be made to the commander.

g. If access privileges were suspended for an indefinite period, the commander or designated representative may review the suspension at their discretion or upon submission by the offender of a written request, but submitted not more than once yearly. If, following the second annual review of an offender's indefinite suspension, the commander or designated representative determines that access privileges will not be reinstated, the offender will be sent written notification of permanent revocation.

(Letterhead)

Office Symbol (MARKS)

Date

MEMORANDUM THRU AREA COMMANDER, SERVICING ISSUING AGENCY

FOR CDR, USFK, ATTN: FKJ1-DM, APO AP 96205-0010

SUBJECT: Request for Correction of Records

I, (name and SSAN), request my violations record be corrected. For the month of (fill in month), I was charged with violating my (commissary dollar, liquor, or shelf) limits by (state the amount). (Provide justification for correcting the record).

Signature block of requestor

Office symbol, 1st End

Unit

THRU Servicing Issuing Agency

FOR CDR, USFK, ATTN: FKJ1-DM, APO AP 96205-0010

I have thoroughly investigated the circumstances surrounding this alleged violation, including a review of the purchase transaction report (where available), and believe this violation to be in error. Request the individual's violation record be corrected accordingly.

Signature block of area commander

Figure 12-1. Request for correction of records.

USFK Reg 60-1

(Letterhead)

Office Symbol (MARKS)

MEMORANDUM FOR Local Issuing Agency

SUBJECT: Request for Limited Access

(Name and SSAN) is to be granted only the following privileges for (state time period):

(List which sales facilities or restrictions on purchasing the individual is entitled to access to for the period, i.e. commissary only and no controlled items)

Signature block of commander

Figure 12-2. Request for limited privileges.

CHAPTER 13

SALES FACILITIES: CONTROLLING ACCESS TO DUTY-FREE GOODS

13-1. GENERAL. The primary purpose of controlling access is to ensure only personnel authorized by the SOFA and DOD regulation can get duty-free goods. Controlling access is achieved through ID card and access media checks.

13-2. CHECKING ACCESS MEDIA. Access media and credentials required for access to duty-free goods are detailed in Chapter 3 of this regulation.

a. Facilities selling food or beverages for on-premise consumption are not required to check ID cards. If over-the-counter take-out food or beverages are sold for off-premise consumption, ID cards must be checked.

b. In general, access media must be checked prior to patrons entering the facility. For small facilities (3 or fewer checkout lines), access media will be checked at the cash register; however, if this procedure is used, the access media must be checked before the cashier rings up the sale.

c. When checking access media, employees must do the following:

(1) Check the types of access media. The USFK Form 73-9 (USFK Gas RCP) is authorized to purchase gas only.

(2) Check the ID card and access media to ensure they belong to the person presenting them. If they do not match, the employee should hold the card, ask the patron to wait and call for a manager or store security. The manager or store security should call law enforcement personnel.

(3) Check the expiration date on the access media. If the access media is expired, the employee must deny access. Employees should advise the person presenting the expired access media that the person's sponsor needs to get the media renewed/replaced at the sponsor's servicing IA before access will be granted.

(4) Check the limits/restrictions specified on the RCP when making purchase. Reference Chapter 5 of this regulation provides privileges and restrictions associated with the access media listed in paragraph 3-3.

d. Temporary RCPs. There are two different types of temporary RCPs, USFK Form 46-3 (Temporary RCPs) and USFK Form 46-4 (Temporary RCPs (3/3)). When making purchases with these RCPs, employees must check if the patrons are authorized to purchase alcohol and controlled items. When checking the temporary RCPs (3/3), employees must mark "X" for each visit to commissary/exchange. The exchange includes any types of AAFES sales outlets such as BX/PX, Class VI store, shoppette, and Four Seasons outlets.

USFK Reg 60-1

13-3. IMPAC PROGRAM

a. Korean Government Service (KGS) employees who are government International Merchant Purchase Authorization Card (IMPAC) cardholders may enter AAFES facilities if they have in their possession their ROK ID, an IMPAC card with their name on it, and an IMPAC Card ORDER & RECEIPT Form detailing specific items to be purchased and signed by the appropriate Approving Official.

b. The AAFES personnel must verify the IMPAC cardholder's identity by comparing the name on the IMPAC card to the cardholder's ROK ID. At AAFES facilities with entry control checkers, AAFES will provide an escort for the IMPAC cardholder from point of entry to point of sale. At AAFES facilities without entry control checkers, the IMPAC cardholder will present his ID card, IMPAC card and the ORDER & RECEIPT FORM at the cash register. The AAFES is not required to provide an escort at facilities without entry control checkers.

c. The KGS employee may purchase goods only with the IMPAC card. The IMPAC card ORDER REQUEST AND RECEIPT form and all receipts will be filed in accordance with the IMPAC SOP upon completion of the shopping.

CHAPTER 14

SALES FACILITIES: PROCEDURES FOR RECORDING SALES

14-1. GENERAL. After checking for proper ID and access media IAW paragraph 3-3 of this regulation, cashiers/sales clerks must record the purchase of certain items.

a. Inform Personnel of Rights under Privacy Act: Commissaries and all USFK sales facilities which request personal information such as an SSAN from individuals (e.g. for use on a USFK Form 49 for liquor purchases) so that the information and resultant documents will be retained in a system of records, must post a conspicuous sign to inform personnel of their rights under the Privacy Act. (See References for DOD and DA guidance on the minimum requirements for such signs). In addition, printed copies containing the same information as found in the signs must be made available to customers upon request. An alternative would be to overprint a Privacy Act statement on each log-in sheet used at the cash registers.

b. Determine what items to record/anvil. The first step is to decide which merchandise must be recorded/anvilled.

(1) Liquor 20 percent alcohol or more by volume. See Chapter 4, Table 4-1 for details.

(2) Controlled items. A complete list of controlled items, along with the appropriate codes for the USFK Form 47, is included in this chapter, Table 14.

c. Determine which form to use.

(1) Liquor sales are recorded using USFK Form 49. Complete instructions are included below for filling out this form.

(2) Controlled item sales are recorded using USFK Form 47. Complete instructions are included below for filling out this form.

14-2. RECORDING LIQUOR. After determining that the buyer is authorized to purchase the item(s), the next step is to record the sale using the following procedures:

a. Set date. Ensure that the USFK Form 227 (Purchase Controller Identification Plate) is affixed to the anvil machine and that the date has been set correctly in the DDMMYY format. They can be adjusted by using a pen.

b. Set slide levers. The slide levers should be set before the anvil card is inserted into the machine. Align the levers to read "114000000."

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- c. Place RCP and USFK Form 49. Place the buyer's RCP in the credit card slot and place the blank USFK Form 49 on top of the RCP. Make sure the blank form is firmly seated in the anvil machine under the form guides provided. If the customer is using temporary RCPs, or is active duty U.S. military, enter the customer's name and SSAN in the area where the RCP information would normally be anvilled. In addition, line through on the temporary RCPs the number of units of liquor purchased.
- d. Imprint USFK Form 49. Run the shifting handset over the form from left to right and return it to its resting place to complete the impression.
- e. Mark USFK Form 49. Mark the amount of liquor purchased in the "MARK-SENSE" column and in the blocks. Place a vertical mark in the "IQ" column if quarts or liters are being purchased, or through the "P" if pints or smaller containers recorded as pints are being purchased. Marks in the "mark-sense column" must be vertical, placed over the number, and will not exceed the dots above and below the number. Do not mark zeroes. Numbers written in the blocks must be legible and must agree with the marks in the "mark-sense" column.
- f. Check USFK Form 49. Check the second copy of the form (the hard card) to ensure that the information is correct and printed clearly and in alignment. Do not anvil the same card again if the information is not correct or clear; instead, void the form IAW the procedures described in subparagraph 14-5b.
- g. Obtain customer signature. Provide the hard copy to the customer for signature, explaining the sale which has been recorded if necessary. After signature, provide copy one to the customer. Place the hard card in the lock box.

14-3. CONTROL OF SALES FACILITY FORMS. The USFK Forms 45, 47, 49 and 227, are controlled, accountable documents. They should be treated the same as cash.

- a. Forms not in use (not issued to cashiers) must be kept secure at all times in a safe or approved security container. Controlled forms should never be left unsecured at a register when no cashier is in attendance.
- b. Forms must be issued to cashiers on a log; cashiers must sign for the forms.
- c. At the end of the day, cashiers turn in any unused forms to store management along with their USFK Form 227.
- d. Each individual cashier must have his/her own individual USFK Form 227. The cashier should use his/her own USFK Form 227 exclusively.
- e. Store management should periodically check the number of forms used against other sales records to ensure employees are recording sales of controlled items and liquor as required.

14-4. RECORDING CONTROLLED ITEM SALES. After determining that the buyer is authorized to purchase the item(s), the next step is to record the sale using the following procedures:

a. Set date. Ensure that the USFK Form 227 is affixed to the anvil machine and that the date has been set correctly in the DDMMYY format. They can be adjusted by using a pen.

b. Set slide levers. The slide levers should be set before the anvil card is inserted into the machine. Align the levers to records the proper transaction code.

(1) First levers (from furthest left). This is for the transaction code. This number should be set to "7."

(2) Next two levers. These are for the purchase code. The numbers should be set as shown in table 14-1.

(3) Next four levers. These are the price in whole dollars. Do not round price. If, for example, a camera was sold for the price of \$556.87, the lever should be set "0556."

c. Place the RCP and USFK Form 47. Place the buyer's RCP in the credit card slot and place the blank USFK Form 47 on top of the RCP. Make sure the blank form is firmly seated in the anvil machine under the form guides provided. If the customer is using temporary RCPs, or is active duty U.S. military, enter the customer's name and SSAN in the area where the RCP information would normally be anvilled.

d. Imprint USFK Form 47. Run the shifting handset over the form from left to right and return it to its resting place to complete the impression.

e. Record item description. Enter the specific description of the item purchased. The description must include the brand name, model, and common name; for example, "Sony VCR, model 12345." Put a vertical line in the block marked "LOAPRII" in the "mark-sense" column. Then the sales clerk must sign the form in the space provided.

f. Obtain customer signature. Provide the hard copy to the customer for signature, explaining the sale which has been recorded if necessary. After signature, provide copy one to the customer.

g. Check USFK Form 47. Check the second copy of the form (the hard card) to ensure that the information is correct and printed clearly and in alignment. Place the hard card in the lock box. Do not anvil the same card again if the information is not correct or clear; instead, void the form IAW the procedures described in subparagraph 14-5b.

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h. Anvil cards are returned to FKJ1-DM. They are then passed onto a contractor who transcribes the data into an electronic database. After transcription FKJ1-DM performs analysis to monitor the accuracy of the contractor. The anvil cards are then returned to FKJ1-DM where they are destroyed. The Staff Judge Advocate has determined the command need not retain the anvil cards for evidentiary purposes. The database is sufficient for this purpose.

14-5. REFUNDS OR VOIDS. If a customer returns an item for a refund, or an anvil slip must be voided because of an error, take the following steps:

a. Refunds.

(1) If a controlled item is returned for a refund, follow standard procedures for recording a sale except make a straight line in the "mark-sense" portion of the USFK Form 47 inside the block marked "REFUND."

(2) If liquor is returned for a refund, use a USFK Form 45 (US Forces Korea Refund Record) to record the refund. Follow the standard procedures in subparagraph 14-2a through 14-2d. Write in the liquor quantity returned in the item description block, and place a vertical line in the "mark sense" column. Both the employee and the patron sign the form and follow standard procedures for completing the transaction.

b. Voids. If a sale must be voided, follow the steps below:

(1) Write the word "VOID" across the face of the form, insuring it transfers to the hard copy. Turn in all parts of the form to store management.

(2) The manager will verify that all parts of the form have been turned in and annotate control records appropriately.

(3) All voided forms must be turned in to FKJ1-DM with normal anvil slips.

14-6. CONTROL OF ACCOUNTABLE DOCUMENTS. The USFK Forms 45, 47, 49, and 227, are controlled, accountable documents. They should be treated with the same care as cash. Sales facility will take the steps outlined in paragraph 14-3 to control accountable documents.

14-7. ACQUIRING/MAINTAINING USFK FORM 227, ANVIL MACHINES, AND ANVIL CARDS.

a. USFK Form 227. These forms must be requested via a memorandum through the local IA to FKJ1-DM. The FKJ1-DM will manufacture these forms and return them through the local IA. The IA should require the store manager to sign for these forms in a log or on a hand receipt.

b. Anvil machines. Anvil machines can be requested using the same procedures used to get a USFK Form 227. If an anvil machine needs repair, the store manager should turn in the broken anvil machine to the IA, who will take it to FKJ1-DM for repair/replacement.

c. Anvil slips. The USFK Forms 45, 47 and 49 can be ordered through the normal forms ordering process. An emergency supply is kept at the local IA.

14-8. ESTABLISHING/CLOSING DUTY-FREE SALES FACILITIES. Whenever a new duty-free sales facility is opened or an existing one closed, store management must notify FKJ1-DM at least 30 days prior to taking the action.

a. Opening a new sales facility.

(1) Store management forwards a memorandum to FKJ1-DM, through the local IA, which includes the following information:

- (a) The desired operational date.
- (b) The installation name and area number.
- (c) The store name.
- (d) Number of anvilling machines required.
- (e) Number of USFK Forms 227s required.
- (f) Name and telephone number of store manager and assistant.

(2) The local IA verifies the information and forwards the request to FKJ1-DM.

(3) The FKJ1-DM assigns a new store number, updates the computer files, produces the required number of store clerk plates, and prepares the correct number of anvil machines. Upon completion of these actions, FKJ1-DM notifies the IA that these items are available for pick-up.

(4) The IA picks up the items from FKJ1-DM and issues them to the store manager, ensuring that these items are signed for in a log or on a hand receipt.

(5) The store manager will assign one USFK Form 227 to each cashier and set up training for the cashiers in sales recording procedures.

b. Closing a duty-free sales facility.

(1) The store manager notifies FKJ1-DM, through the local IA, of the closure using a memorandum. The letter must include the following information:

USFK Reg 60-1

- (a) The desired closing date.
- (b) The installation name and area number.
- (c) Store name.
- (d) Store number.
- (e) Number of anvil machines and store clerk plates.
- (f) Name and telephone number of the store manager and assistant manager.

(2) The local IA will verify the information in the letter and check the control log to ensure that all store clerk plates and anvil machines are accounted for. The local IA will then turn in the letter along with the store clerk plates and anvil machines to FKJ1-DM.

(3) The FKJ1-DM will update the computer files, ensure all store clerk plates are returned before destroying them, and ensure all anvil machines are returned.

14-9. COLLECTION OF SALES CARDS FROM SALES FACILITIES.

a. Completed sales cards (USFK Forms 45, 47 and 49) must be kept in a locked box until they are picked up.

b. Collected cards will be sent to FKJ1-DM, by either courier or certified mail, NLT than 5 working days after the end of the recording month (one full calendar month). All sales cards must be accompanied by a USFK Form 149 (Anvil Card Transmittal). If there are no sales cards, a USFK Form 149 will be forwarded which states that "no sales cards were collected" for that month.

14-10. RECORDING BEER SALES. All beer sales must be recorded on the USFK Form 228 (Beer Sales Log), shown at Figure 14. The use of this form is self-explanatory. When active duty military purchase case lot beer, their date of birth off the back of the ID card should be used instead of the serial number from the RCP when accomplishing this form.

14-11. RESERVE COMPONENT MEMBERS AND DEFENSE COMMISSARY AGENCY.

a. Reserve component members who use a DD Form 2529 in order to gain access to duty-free goods in DeCA facilities must have a block on the DD Form 2529 crossed out for each visit. It is incumbent upon DeCA cashiers and entry checkers to properly accomplish this form.

**Table 14.
Anvilling Guide.**

	Movable Lever Position #1		Movable Lever Position #2,3
Sales Facility	Purchase Code	Item	Transaction Code
Class VI	4	Liquor (20% alcohol or more (by volume)	00
Exchange/Retail	7	Color TVs, monitors	31
Outlets/Golf Course Pro		Watches costing more than \$200	55
Shops/Other Sales Facilities		Diamonds or jewelry with diamonds	54
		Washing Machines	71
		Clothes dryers	72
		Ranges	73
		Refrigerators/freezers	76
		Golf Clubs (irons and/or woods costing more than \$50)	82
		Furniture costing more than \$200	81
		Computer hardware (to include monitors, hard drives and printers)	83
		Perfume costing more than \$50	91
		Cosmetics costing more than \$50	92
Other high interest items as determined by the Black Market Working Group			

[illegible]

14-8

CHAPTER 15

THE HARTELL HOUSE SPECIAL MEMBERSHIP ACCOUNT

15-1. PURPOSE, REQUIREMENTS, AND LIMITATIONS.

a. The Hartell House Special Membership Account authorizes wholesale purchase prices on alcoholic beverages (except malt beverages and soda) for protocol purposes. It is a limited-purpose Class VI operation, separate and distinct from the Hartell House, which is a limited-membership military MWR club. Membership in the Hartell House MWR club does not confer authorization to purchase from the Hartell House Special Membership Account. Conversely, membership in the Hartell House MWR club is not a condition, and may not be made a condition, for authorization to purchase from the Hartell House Special Membership Account. Coercive memberships in DOD MWR clubs are prohibited by DOD policy.

b. General/Flag Officers within USFK may approve their own access to the Hartell House Special Membership Account. Approval authority for others' access to the Hartell House Special Membership Account is granted to all General/Flag Officer Commanders within USFK, and may be delegated to their O-6 level Chief of Staff, without further delegation. Approval authority for the USFK staff is delegated to the ADCS, USFK. Approval authority EUSA is delegated to the CofS, EUSA.

c. The Special Membership Account will be operated as follows:

(1) Purchases from the special membership account may be made only under one of the following criteria:

(a) Entertaining official command visitors whose position is such as to enable them to have a significant impact on the command as a whole, but who do not qualify for Secretary of Defense Contingency funds (e.g., The Army Deputy Chief of Staff for Logistics; The Army Inspector General). This is in keeping with reciprocal protocol and courtesy standards. Events in which the purchases under this paragraph will be used must be not be funded by Secretary of Defense Contingency Funds.

(b) For command-sponsored official observances and events of historical and traditional significance to the Armed Forces (e.g., United States Marine Corps birthday).

(c) When made by designated USFK personnel for gifts not exceeding \$20 in value for presentation to counterparts. These gifts are permitted as an exception, which has been approved by headquarters, Department of the Army, to AR 215-1, paragraph 7-11. These gifts will normally be limited to one bottle per year per recipient per donor.

USFK Reg 60-1

(2) Non-Appropriated Funds will not be used to purchase alcoholic beverage as gifts. Only the Commander, USFK, the Commanding General, EUSA, and all General/Flag Officers within USFK who are authorized to host an Official Representation Fund event may use Secretary of Defense Contingency Funds (.0012 funds) to purchase alcoholic beverages as a gift.

(3) Each application for use of the Special Membership Account will be made in writing (IAW the approved format) to the individual list in paragraph 2 above. See figures 15-1 and 15-2. The application will include an explanation of how the requirements of subparagraph 3a above are met and computation of the amount requested. An approved copy of the application will be returned to the requester with an information copy furnished to the Hartell House Association.

(4) The Hartell House will administer and control all sales. Sale price will be the wholesale price paid by the Hartell House plus a 10% handling charge. Sale from the Special Membership Account will be made only when an approved application is submitted by the purchaser 5 days prior to the required date. Purchases made from the Special Member Account will not be recorded against the individual's liquor ration limitation, but will be recorded on the custodian records at the Hartell House.

(5) Supplies purchased under this authority will not be used in Army or Air Force club facilities operated IAW Army or Air Force MWR regulations.

(Requester's Official Letterhead)

Office Symbol (MARKS)

Date

MEMORANDUM FOR (Appropriate component General/Flag Officer or Designee)

SUBJECT: Request to Purchase Liquor from the Hartell House Special Membership Account

1. Reference: USFK Reg 60-1, Chapter 15.
2. Request authority to purchase _____ bottles of (size of bottle) (what brand of liquor) at \$0.00 each* (*off the shelf prior to discount).
3. The purpose is for Chusok gifts to Korean counterpart. Names of the intended recipients are listed below:

RECIPIENT
RANK, NAME & TITLE

ALCOHOL NAME

AMOUNT
RECEIVED

4. Intended date of purchase is _____. Date of presentation is _____.

Signature block of requester

Figure 15-1. Request for Special Membership Account.

USFK Reg 60-1

(Office Symbol) (Office Symbol of basic memo/date of basic memo) 1st End
SUBJECT: Request Special Membership Account

(Address of Appropriate Component General/Flag Officer or Designee) (Date)

FOR (Requesting Office, APO AP 96205)

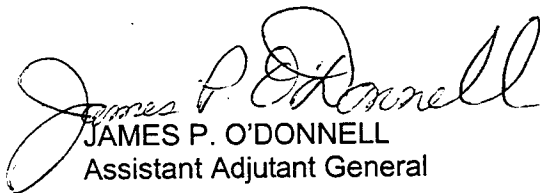
Request is approved/disapproved.

Signature Block of Officer/Designee

Figure 15-2. Endorsement for Special Membership Account.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010.

FOR THE COMMANDER:



JAMES P. O'DONNELL
Assistant Adjutant General

OFFICIAL:
DANIEL J. PETROSKY
Lieutenant General, USA
Chief of Staff

DISTRIBUTION:
A (USFK 1 cy each)

SPECIAL DISTRIBUTION:
25 - FKJ1-DM
5 - AMEMB, Seoul
25 - HQ AAFES
2 - FKPM
25 - USAFK/7th AF, Unit #2069, APO AP 96278
10 - U.S. Naval Forces, Korea
20 - Cdr, ATTN: DECA-NW-FE-CC
10 - FKJ1-MWR
30 - PPCK
8 - FKJ6-R-PM (Editing)
3 - CFC-A

APPENDIX A

REFERENCES

Section I. REQUIRED PUBLICATIONS

AR 215-1 (Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities). Cited in paragraph 15-1c(1)(c).

Article 92, Uniform Code Military Justice. Cited in paragraphs 1-1c, 11-1, and 11-3a.

National Defense Authorization Act (NDAA) 1999. Cited in paragraph 4-1e.

Public Law 86-91. Cited in the glossary.

USFK Reg 643-1 (Transactions Between SOFA Personnel and Personnel Entitled Duty-Free Import Privileges in the Republic of Korea). Cited in paragraphs 2-11c, 2-11g, 11-2a, 11-2a(1), 11-2b(1) and the glossary.

USFK Reg 643-2 (Transactions Between SOFA Personnel and Personnel Not Entitled Duty-Free Import Privileges in the Republic of Korea). Cited in paragraphs 2-11c, 2-11g, 11-2a(1), 11-2a(2), 11-2b(1) and the glossary.

USFK Reg 700-19 (United States Forces Korea Invited Contractors and Technical Representatives). Cited in paragraphs 3-1e, 3-5 and 5-3c.

U.S.-ROK SOFA, Article XIII, Agreed Minute. Cited in paragraph 3-1l.

U.S.-ROK SOFA, Article XV. Cited in glossary.

Section II. RELATED PUBLICATIONS

AFI 34-123 (Private Organizations).

AFI 36-2104 (Personnel Reliability Program).

AFI 36-2907 (Unfavorable Information File).

AFI 37-161 (Distribution Management).

AR 25-1 (The Army Information Resources Management Program).

AR 60-10/AFR 147-7 (Army and Air Force Exchange Service (AAFES) General Policies).

AR 60-20/AFR 147-14 (Army and Air Force Exchange Service Operating Procedures).

USFK Reg 60-1

AR 340-21 (The Army Privacy Program).

AR 600-8-2 (Suspension of Favorable Personnel Action (Flags)).

AR 600-8-14 (Identification Cards for Members of the Uniform Services, their Family Members and Other Eligible Personnel).

AR 600-37 (Unfavorable Information).

AR 604-10 (Military Personnel Security Program).

DA Pam 25-51 (The Army Privacy Program - System Notices and Exemption Rules).

DODD 1315.7 (Military Personnel Assignments).

DOD 1330.17-R (Armed Services Commissary Regulations (ASCR)).

DODD 5400.11 (Department of Defense Privacy Program).

DOD 5500.7-R (Joint Ethic Regulation).

DODI 1000.15 (Private Organizations on Department of Defense Installations).

MILPERSMAN 4620140 (Military Identification Card Issuing Activities).

Uniform Code of Military Justice, Manual for Courts-Martial, United States, 1998.

USFK Reg 690-4 (Overseas Tours of Duty).

U.S.-ROK Status of Forces Agreement (SOFA).

GLOSSARY**Section I. ABBREVIATIONS**

AF	Appropriated Fund
AAFES	Army and Air Force Exchange Service
ACofS	Assistant Chief of Staff
ADCS	Assistant Deputy Chief of Staff
BMWG	Black Market Working Group
CofS	Chief of Staff
CUPIDS	Command Unique Personnel Information Data System
CUTS	Command Unique Tracking System
DeCA	Defense Commissary Agency
DOD	Department of Defense
EML	Environmental Morale Leave
FKPM	USFK Provost Marshal
IA(s)	Issuing Agency(ies)
IAW	in accordance with
IC	invited contractor
ID	identification
IMA	Individual Mobilization Augmentee
IMPAC	International Purchase Authorization Card
JUSMAG-K	Joint United States Military Affairs Group-Korea
KN	Korean National
MSC	Military Sealift Command

USFK Reg 60-1

MWR	Morale, Welfare and Recreation
NAF	Nonappropriated Fund
PAS	Personnel Accounting Symbol
PCOC	Post Commissary/Exchange Overwatch Council
PCS	permanent change of station
PP	passport
RCP	ration control plate
ROK	Republic of Korea
SOFA	Status of Forces Agreement
TDY/TAD	temporary duty/temporary additional duty
TPU	Troop Program Unit
TR	technical representative
UCMJ	Uniform Code of Military Justice
UNC	United Nations Command
URCC	Unit Ration Control Clerk
U.S.	United States (of America)
USFK	United States Forces, Korea
USO	United Service Organization
USSO	United Seamen's Services Organization

Section II. TERMS

Area commander. The administrative USFK commander in each of the six geographical areas in the ROK. Responsible to the Commander, USFK, for enforcing USFK Regulations within the geographical area over which appointed.

AF Intermittent Employee Definition. An intermittent work schedule is appropriate only when the nature of the work is sporadic and unpredictable so that a tour of duty cannot be regularly scheduled in advance.

Black marketing. The act of reselling duty-free goods purchased in USFK duty-free facilities except as provided in applicable regulations.

Command-sponsored dependent.

- a. Military. A dependent of a U.S. or third-country service member serving a "with dependents" tour, entitled to travel to or from an overseas command at Government expense.
- b. Civilian. A dependent of a full-time DOD employee serving in an area designated for accompanied tour or the sponsor has approval for an accompanied tour in an area normally designated for unaccompanied civilian tours.
- c. Other. For the purposes of this regulation, dependents of the following are considered to be command-sponsored:
 - (1) Full-time, U.S. citizen employees of Korean Sales District (KOSD) whose family members are authorized return transportation to the U.S. or next assignment at AAFES expense.
 - (2) Full-time Department of Defense Dependent Schools (DoDDS) employees, Public Law 86-91 school employees.
 - (3) The U.S. Embassy and Foreign Service employees.
 - (4) Those ICs and TRs whose contract requires commissary, exchange, and Class VI privileges for family members. This status must be certified by HQ USFK, ACofS, Acquisition Management, before command-sponsored privileges can be authorized.
 - (5) Retired U.S. military drawing full retirement pay and benefits and 100 percent disabled veterans while in the ROK.

Command Unique Personnel Information Data System (CUPIDS). The data base system maintained by FKJ1, Data Management Division, which identifies all personnel assigned to or supporting USFK and their dependents. Used as a source data base for issuing RCPs and for managing noncombatant evacuation operations in times of emergency.

Controlled items. Accountable items controlled by recording their purchase through the use of an anvil slip. (See table 4-2).

USFK Reg 60-1

Controlled item inventory. An inventory of controlled items conducted by the unit ration control clerk or investigative officer where the purchaser of the items is expected to physically present each item or show documented proof of proper disposition IAW USFK Regs 643-1 and 643-2, or of export from the ROK.

Command Unique Tracking System (CUTS). An electronic method of recording purchases by patron's social security number.

Dependent. A (1) spouse; (2) unmarried children, stepchildren or wards under 21, or wards under 23 who are enrolled in and attending class in a full-time course of study at an approved institution of higher learning if they are dependent for over half their support upon the sponsor; and (3) parents, parents-in-law, and parents by adoption who are dependent on the sponsor for over half their support and who reside in a household maintained by or for the sponsor.

Duty-free goods. Goods which are imported into or purchased in the ROK free of duties or taxes.

Duty-free retail outlets. Sales facilities operated on USFK installations or from USFK installations (such as mobile facilities) which sell items/products imported into the ROK without being charged import duties. Includes all AAFES facilities, commissaries, Class VI stores, and all MWR facilities selling such goods.

Family-size ration privileges. Privileges normally provided for families, whether they are on command or noncommand-sponsored tours in the ROK. These privileges cover all items, and the sponsor and authorized dependents registered in Defense Enrollment and Eligibility Reporting System (DEERS) are granted privileges.

Identification (ID) card. One of the ID documents below, in conjunction with a valid RCP, is required to gain access to USFK facilities which sell duty-free goods. **Note:** Active military members may purchase duty-free goods with only their green ID cards (no RCP required).

- a. DD Forms 2 (United States Uniformed Services Identification Card - blue).
- b. DD Forms 2 (Armed Forces of the United States Identification Card - red) for Reserve Components U.S. military personnel. Reservists must be assigned to a unit in Korea in order to gain access to duty-free goods. Reference paragraphs 3-3g(3) and 3-6 for details of the credentials reservists and their accompanying dependents must display in order to gain access to duty free goods.
- c. UNC Form 4 (United Nations Command Identification Card) for third-country military personnel.
- d. DD Form 1173 (Uniformed Services Identification and Privilege Card - orange) for dependents and other nonmilitary personnel.

e. CG Form 2838 (Merchant Mariners Document) used by Merchant Marine personnel on visiting naval vessels.

f. Embassy ID cards with solid dark green pictured backgrounds only.

g. DA Form 5431 (Army Guard/Reserve Family Member Identification Card) used by family members of Army reserve/guard members. In addition to this ID card, family members must present a copy of their sponsor's orders as specified in subparagraph c above.

Individual ration privileges. Privileges normally granted to individuals who are here unaccompanied or accompanied by dependents who are all under the age of 20.

Invited contractor.

a. Persons, including corporations organized under the laws of the U.S. present in the ROK solely for the purpose of executing contracts with the U.S. for the benefit of U.S. Armed Forces and who are designated by the U.S. Government IAW U.S.-ROK SOFA, Article XV, paragraph 2.

b. Employees of those corporations who are ordinarily resident in the U.S. For ration control privileges, this excludes Korean citizens.

c. Authorized family members of the foregoing accompanying their sponsors in the ROK.

Issuing agency. Ration control agencies located on USFK installations throughout the ROK acting as an intermediate processing location between units and FKJ1, Data Management Division, for the administration of the ration control program at the local level.

NAF Flexible Employee Definition. A civilian employee whose salary and benefits are paid for with NAF and who serves in an indefinite position on either a scheduled or an as needed basis.

Liquor. Alcoholic beverages having an alcoholic content of 20 percent or more by volume. The purchase of liquor is limited.

Ordinarily resident. Whether one is ordinarily resident is determined by examining several factors of varying weight, including but not necessarily limited to: one's nationality, alien residency status, physical residence, duties while residing there and payment of taxes. Normally it is straightforward and can be determined by examining where one is physically living at the time of hiring. Questions regarding whether a prospective employee is ordinarily resident in Korea should be directed to the Office of the Judge Advocate, ATTN: FKJA-IA, Unit #15237, APO AP 96205-0010.

USFK Reg 60-1

Ration control plate (RCP)(USFK Form 73). A plastic credit-card like document used by authorized permanent party patrons to purchase duty-free goods in USFK facilities, and to record sales in their name as purchases are made. An accountable item of government property.

Sales cards (USFK Forms 45, 47, and 49). The IBM cards anvilled by sales clerks and signed by the patron at the time of purchase to record sales of duty-free goods. Processed by FKJ1, Data Management Division, on a monthly basis, to identify suspected system abusers and record accountable items.

Status of Forces Agreement (SOFA). The U.S. - ROK SOFA, its agreed minutes, understandings on implementations, and minutes of its joint committee. An international agreement between the U.S. and the ROK which became effective 9 February 1967.

Third-country nationals. Citizens of countries other than the U.S. or the ROK.

Troop Program Unit. United States Army Reserve Unit with members that participate and are paid for their monthly reserve meetings. Members are also called to Annual Training, which is not more than 29 days and not less than 12 days.

Type I, Federally Sanctioned Private Organizations. Private organizations that provide a recognized service to DOD and its employees; these organizations are sanctioned by specific DOD authority. Examples of this type of private organization are credit unions, USO, Civil Air Patrol, USSO, the Red Cross, banks, and employee unions.

Wrongful transfer of duty-free goods. Transferring duty-free goods in the ROK to an individual or organization not having duty-free import privileges in a manner not provided for in USFK Reg 643-2.

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ACTION: SJSACT/122 (01) SCS/121 (01) UNCMAC/208 (01) AFKN/124 (01)
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 JUDGEADV/241 (01) ACJ/216 (01) 501SPTGP/217 (01)
 CHAPLAIN/219 (01) ENJ/221 (01) SURGEON (01) 25TRANS/248 (01)
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 J4//205 (01) JS//225 (02)

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P 040115Z APR 91

FM COMUSKOREA SEOUL KOR//FKJ1//

TO AIG 8842

AIG 8843

P 010130Z APR 91

FM COMUSKOREA SEOUL KOR//FKJ1//

TO AIG 6721

INFO RUHQHQA/ USCINCPAC HONOLULU HI //XJ1/

RUADJNA/COMUS JAPAN YOKOTA AB JA //J11/

RUEADWD/HQDA WASHINGTON DC //DACS-EUSA-CS-SA/

RUWTEA/HQAFES DALLAS TX //CG//

RUHVAAA/AFES PAC HONOLULU HI //CV//

RUEOAGA/CORTSA FORT LEE VA //LOTA-L//

RUWMDA/CORTSA WFOR FT LEWIS WA//LOTA-WE-L//

BT

UNCLAS

SECTION 001 OF 002

SUBJECT: COMMAND INFORMATION MESSAGE - ~~RELATES TO THE USFK RATION~~~~CONTROL PROGRAM~~

1. THE COMMANDER, USFK, HAS APPROVED CHANGES TO RATION CONTROL PROCEDURES EFFECTIVE 1 MAY 91 IN ANTICIPATION OF A NEW RATION CONTROL PROGRAM TO BE ANNOUNCED SOON. GIVE THE WIDEST POSSIBLE DISSEMINATION OF THE INFORMATION BELOW.

2. THE CHANGES WILL FOCUS RATION CONTROL RESOURCES ON CONTROL OF DUTY-FREE GOODS THAT ARE MOST SUBJECT TO ABUSE, WHILE BEING MORE EQUITABLE AND IMPROVING THE QUALITY OF LIFE FOR USFK MEMBERS AND THEIR FAMILIES.

3. THE FOLLOWING QUESTIONS AND ANSWERS ARE PROVIDED TO ASSIST IN YOUR PUBLICITY AND IMPLEMENTATION OF THE CHANGES. ANY ADDITIONAL QUESTIONS SHOULD BE DIRECTED TO CAPT PETERS AT 723-7189.

A. Q: WHAT CHANGES ARE BEING IMPLEMENTED 1 MAY 91?

A: 1) MONTHLY DOLLAR LIMITS WILL BE ELIMINATED

2) USFK FACILITIES WILL MAINTAIN STRICT SHELF LIMITS,

AS NEEDED.

3) ONLY LIQUOR, COMMISSARY CIGARETTES AND CONTROLLED/HIGH VALUE ITEMS WILL BE ANVILLED.

4) CONTROLLED/HIGH VALUE ITEMS NOW EXCLUDE ITEMS COSTING LESS THAN \$50.

5) BABY ITEMS WILL NOT BE RESTRICTED.

B. Q: SINCE THERE WILL BE NO DOLLAR LIMITS, CAN I BUY ANYTHING I WANT?

A: YOU CAN PURCHASE THE DAILY SHELF LIMIT OF ALL ITEMS IN THE COMMISSARY, EXCEPT CIGARETTES (WHICH WILL BE RESTRICTED BY A MONTHLY QUANTITY LIMIT). YOU CAN ALSO PURCHASE THE DAILY SHELF LIMITS OF ALL EXCHANGE ITEMS, INCLUDING CIGARETTES. COMMISSARY CIGARETTES, LIQUOR AND CONTROLLED/HIGH VALUE ITEMS WILL CONTINUE TO BE ANVILLED AND TRACKED.

C. Q: WILL ALL LIQUOR BE ANVILLED?

A: NO, ONLY LIQUOR HAVING AN ALCOHOLIC CONTENT OF 20 PERCENT OR MORE BY VOLUME WILL BE ANVILLED. LIQUOR UNDER 20 PERCENT ALCOHOL (I.E., BEER AND WINE) WILL NOT BE ANVILLED OR COUNT AGAINST

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YOUR QUANTITY LIMIT.

D. Q: WILL ALL CIGARETTES BE ANVILLED?

A: NO, ONLY CARTONS OF CIGARETTES PURCHASED IN THE COMMISSARY WILL BE ANVILLED OR COUNT AGAINST YOUR QUANTITY LIMIT.

E. Q: WHAT WILL BE THE MONTHLY QUANTITY LIMITS FOR ANVILLED ITEMS?

A: THE MONTHLY QUANTITY LIMITS OF THE CURRENT PROGRAM WILL BE RETAINED - FAMILY SIZE ONE (INCLUDING SINGLE AND UNACCOMPANIED MEMBERS) WILL BE AUTHORIZED 4 UNITS OF ALCOHOL AND 6 CARTONS OF CIGARETTES MONTHLY. COMMAND SPONSORED AND LIMITED COMMAND SPONSORED FAMILIES OF TWO OR MORE WILL BE AUTHORIZED 7 UNITS OF ALCOHOL AND 10 CARTONS OF CIGARETTES MONTHLY.

F. Q: WILL PERSONNEL WITH CHILDREN OVER 36 MONTHS OLD BE AUTHORIZED TO PURCHASE BABY ITEMS?

A: YES, ALL PERSONNEL WITH VALID RATION CARDS WILL BE AUTHORIZED TO PURCHASE BABY ITEMS.

G. Q: WHAT ARE CONTROLLED/HIGH VALUE ITEMS AND WILL THEY BE ANVILLED?

A: CONTROLLED/HIGH VALUE ITEMS (I.E. REFRIGERATORS, STEREOS, TVS ETC.) WILL CONSIST OF ANY SINGLE ITEM PURCHASED IN A USFK FACILITY (INCLUDING THE CHOSUN OR USO GIFT SHOPS) COSTING 50 DOLLARS OR MORE. CONTROLLED ITEMS WILL NOT COUNT AGAINST A MONTHLY QUANTITY LIMIT, BUT SALES OF THESE ITEMS WILL BE ANVILLED AND MONITORED BY LAW ENFORCEMENT OFFICIALS ON AN INDIVIDUAL BASIS TO ENSURE COMPLIANCE WITH ROK AND US CUSTOMS REGULATIONS.

H. Q: WILL I NEED A RATION CARD TO ENTER COMMISSARIES AND EXCHANGES?

A: YES, THERE IS NO CHANGE TO WHO MAY ACCESS AND USE THE USFK FACILITIES. ALL PERSONNEL WILL BE REQUIRED TO SHOW AN AUTHORIZED ID CARD AND A RATION CARD TO ENTER AND PURCHASE FROM COMMISSARIES AND EXCHANGES.

I. Q: WHO WILL BE AUTHORIZED TO PURCHASE ANVILLED ITEMS?

A: ALL PERSONNEL THAT WERE AUTHORIZED TO PURCHASE ANVILLED AND CONTROLLED/HIGH VALUE ITEMS BEFORE WILL CONTINUE TO BE AUTHORIZED.

J. Q: WILL A NEW RATION CARD BE ISSUED?

A: YES, NEW RATION CARDS WILL BE ISSUED IN THE FINAL PHASE OF THE NEW RATION CONTROL PROGRAM. THE EFFECTIVE DATE WILL BE DETERMINED AND ANNOUNCED LATER.

K. Q: HAVE RULES CONCERNING RATION CONTROL VIOLATIONS CHANGED?

A: NO, IT IS STILL A VIOLATION OF ROK AND US RULES AND REGULATIONS TO SELL OR GIVE AWAY GOODS PURCHASED IN THE EXCHANGES AND COMMISSARIES TO UNAUTHORIZED PERSONNEL. USFK PERSONNEL WILL CONTINUE TO BE HELD PERSONALLY ACCOUNTABLE FOR THEIR ACTIONS, AND THOSE OF THEIR DEPENDENTS, THAT ABUSE DUTY-FREE PRIVILEGES. A KEY PROVISION OF THE NEW RATION CONTROL PROGRAM WILL BE REGULAR PUBLIC AWARENESS CAMPAIGNS ON OUR RESPONSIBILITIES TO PROTECT OUR DUTY-FREE PRIVILEGES.

L. Q: WHAT ARE SHELF LIMITS AND WHO DETERMINES WHAT THEY WILL BE?

A: SHELF LIMITS ARE RESTRICTIONS ON SPECIFIC PRODUCTS THAT LIMIT THE NUMBER OF THE ITEM THAT ONE CUSTOMER MAY PURCHASE EACH DAY. THE PURPOSE OF SHELF LIMITS IS TO GIVE ALL EXCHANGE AND COMMISSARY CUSTOMERS AN OPPORTUNITY TO BUY THE PRODUCT. EXCHANGE AND COMMISSARY MANAGERS WILL BE RESPONSIBLE FOR SETTING SHELF LIMITS.

M. Q: WHY IS THE RATION CONTROL PROGRAM BEING CHANGED?

A: THERE ARE FOUR PRIMARY REASONS. FIRST, THE CURRENT RATION CONTROL PROGRAM IS SIMPLY TOO EXPENSIVE. WITH CONTINUED BUDGETARY REDUCTIONS IT BECOMES IMPOSSIBLE TO SUPPORT AN EXTENSIVE SYSTEM OF DATA COLLECTION AND ANALYSIS. SECOND, THE CURRENT SYSTEM IS INEFFICIENT IN TERMS OF ALLOCATING LIMITED MANPOWER AND DOLLAR RESOURCES TO THOSE AREAS WHERE ABUSE OF DUTY-FREE PRIVILEGES AND BLACKMARKETING ARE MOST LIKELY TO OCCUR. THIRD, THE CURRENT RATION CONTROL SYSTEM HAS A NEGATIVE IMPACT ON THE QUALITY OF LIFE AND IS UNEQUITABLE IN THAT IT FAILS TO ACCOUNT FOR DIFFERENT BUYING HABITS AMONG SPONSORS AND THEIR FAMILIES. FOURTH, THE CURRENT SYSTEM FAILS TO RECOGNIZE THAT THE VAST MAJORITY OF USFK PERSONNEL AND THEIR FAMILIES ARE VERY CONSCIENTIOUS IN PROTECTING DUTY-FREE PRIVILEGES AND IN OBEYING THE LAW. AS A RESULT, EVERY ONE IS MADE TO SUFFER

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ACTION: LAOFE/141 (01) DCA/127 (01) AMCROSS/125 (01) C10/126 (01)
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FM COMUSKOREA SEOUL KOR//CS//

TO AIG 8837

AIG 8843

BT

UNCLAS

SUBJ: MANDATORY REVOCATION OF PX AND COMMISSARY PRIVILEGES

CS, USFK/EUSA TAYLOR SENDS

1. PURPOSE:

A. FOLLOWING A STAFF PRESENTATION WHICH REVIEWED THE FIRST THREE MONTHS OF DATA ON THE RECENT CHANGES TO THE RATION CONTROL SYSTEM, GENERAL RISCASSI PROVIDED GUIDANCE FOR IMMEDIATE IMPLEMENTATION BY ALL COMMANDERS. GUIDANCE AS FOLLOWS:

B. USFK REGULATION 60-1, RATION CONTROL, HAS BEEN CHANGED AND WILL BE PUBLISHED WITHIN THE NEXT 30-60 DAYS. THE NEW REGULATION WILL REFLECT THE FOLLOWING CHANGE TO PARA 5-2, MANDATORY REVOCATION, AND IS EFFECTIVE IMMEDIATELY. ALL AAFES AND COMMISSARY RATION CONTROL PRIVILEGES WILL BE WITHDRAWN FOR A MINIMUM OF ONE YEAR AND THE OFFENDER'S IDENTIFICATION CARD WILL BE OVERSTAMPED "NO PX PRIVILEGES - NO COMMISSARY PRIVILEGES". ONCE A DETERMINATION IS MADE BY THE UNIT COMMANDER OR RESPONSIBLE OFFICIAL THAT ANY ONE OR MORE OF THE FOLLOWING VIOLATIONS HAS OCCURRED:

(1) UNAUTHORIZED PURCHASE OF MORE THAN 50 PERCENT IN EXCESS OF THE AUTHORIZED MONTHLY QUANTITY (E.G., LIMIT IS 4 UNITS OF ALCOHOL, AND PURCHASES EXCEED 6 UNITS)

(2) USE, ATTEMPTED USE, OR WRONGFUL POSSESSION OF A COUNTERFEIT, FRAUDULENT, OR FORGED IDENTIFICATION CARD OR RCP. THIS INCLUDES USE, ATTEMPTED USE, OR POSSESSION OF AN IDENTIFICATION CARD OR RCP PREVIOUSLY REPORTED LOST OR STOLEN BY ANYONE.

(3) CONVICTION BY COURT-MARTIAL OR CIVILIAN AUTHORITIES (INCLUDING ROK AUTHORITIES) FOR THE WRONGFUL TRANSFER OF DUTY-FREE GOODS. THE PAYMENT OF A FINE TO ROK CUSTOMS AUTHORITIES WILL BE CONSTRUED AS A CIVILIAN CONVICTION.

(4) VOLUNTARY ADMISSION TO, OR CLEAR AND CONVINCING EVIDENCE OF, THE WRONGFUL TRANSFER OR TO THE INTENTION TO WRONGFULLY TRANSFER DUTY-FREE GOODS FOR THE PURPOSE OF PRODUCING INCOME (I.E., BLACKMARKETING).

(5) VOLUNTARY ADMISSION TO A SECOND WRONGFUL TRANSFER OF DUTY-FREE GOODS OF ANY VALUE.

(6) FAILURE TO SHOW PROOF OF PROPER DISPOSITION OF CONTROLLED ITEMS IAW USFK REG 643-1 OR USFK REG 643-2.

(7) SALE, GIFT, LOAN, OR OTHER TRANSFER OF AN IDENTIFICATION CARD, RCP, OR TEMPORARY PRIVILEGE CARD TO AN UNAUTHORIZED USER.

(8) REFUSAL TO PARTICIPATE IN A CONTROLLED ITEM INVENTORY AS ORDERED.

(9) BRIBERY OF, PAYMENT OF GRATUITIES TO, OR CONSPIRACY WITH USFK COMMISSARY, PX, OR MWR EMPLOYEES, OR RATION CONTROL OFFICIALS, TO AVOID ANVILLING, TO AVOID PAYMENT OF FULL PRICE FOR MERCHANDISE, OR TO OTHERWISE VIOLATE THIS REGULATION.

(10) FAILURE TO PROVIDE EXPLANATION TO LAW ENFORCEMENT OFFICIALS UPON THEIR REASONABLE SUSPICION THAT THE

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PURCHASER/POSSESSOR IS INVOLVED IN THE ABOVE OFFENSES.

2. TASKS:

A. UNIT COMMANDERS: GIVE WIDEST DISSEMINATION OF ABOVE GUIDANCE TO ENSURE THAT ALL SERVICE MEMBERS, FAMILY MEMBERS, AND CIVILIAN EMPLOYEES ARE INFORMED OF THIS CHANGE. IMPLEMENT PROCEDURES TO ENSURE THAT APPROPRIATE ADMINISTRATIVE ACTION IS TAKEN WHEN RATION CONTROL VIOLATIONS (AS DESCRIBED ABOVE) ARE DISCOVERED.

B. USFK PUBLIC AFFAIRS OFFICER: PREPARE AND DISTRIBUTE COMMAND INFORMATION MATERIAL TO ENSURE WIDEST DISSEMINATION OF ABOVE POLICY. COORDINATE WITH USFK J-1 AND SJA.

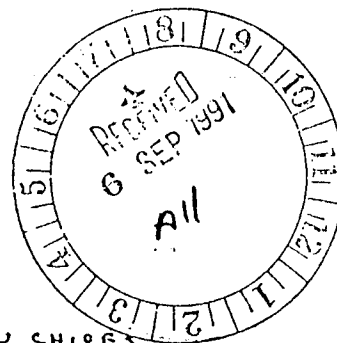
3. AIR FORCE AND NAVY SERVICEMEMBERS WHO VIOLATE RATION CONTROL ARE SUBJECT TO REVOCATION OF PRIVILEGES BY CONTROL MEASURES OTHER THAN OVERSTAMPING.

4. QUESTIONS RELATING TO THE ADMINISTRATION OF THIS MESSAGE, INCLUDING PROVISIONS FOR APPEAL AND REQUESTS FOR REINSTATEMENT, SHOULD BE ADDRESSED TO LTC CECCONI, (FKJ1-DM), 723-7189, OR TO LTC HURLEY, 738-4210/MAJ BUHRAN, (FKPM), 738-5101. POC FOR LEGAL ISSUES IS MAJ WILLIAMS, (FKJA), 723-7868.

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SECTION CHIEFS,

MAKE SURE THAT ALL OF YOUR
PERSONNEL ARE AWARE OF THIS
MESSAGE.

Thanks
MSG.
Brickley

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TO AIG 8842

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P 010130Z APR 91

FM COMUSKOREA SEOUL KOR //FKJ1//

TO AIG 6721

INFO RUHQHQA/ USCINCPAC HONOLULU HI //J1//

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RUMTSEA/HQAAAFES DALLAS TX //CG//

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RUEOAGA/CDRTSA FORT LEE VA //LOTA-Z//

RUWMFDA/CDRTSA WFOR FT LEWIS WA//LOTA-WE-L//

BT

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FINAL SECTION OF 002

TO FOLLOW THE RULES. THE NEW SYSTEM WILL TARGET THE FEW WHILE
MINIMIZING INCONVENIENCE TO THE MAJORITY.

N. Q: WILL THE NEW CHANGES AND UPCOMING RATION CONTROL SYSTEM
FULFILL OUR RESPONSIBILITIES UNDER THE ROK/US STATUS OF FORCES
AGREEMENT (SOFA)?

A: ABSOLUTELY. UNDER THE SOFA, USFK IS RESPONSIBLE FOR
DOING AS MUCH AS POSSIBLE TO PREVENT ABUSES OF DUTY-FREE PRIVILEGES.
THE RATION CONTROL CHANGES AND PROPOSED NEW SYSTEM WILL DO THIS MORE
EFFICIENTLY AND MORE EQUITABLY.

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PAGE 02 OF 02 RUAGAAA 8013 SECTION 01 OF 02 004664 04/0615Z
THE BUREAUCRATIC INCONVENIENCES OF A SYSTEM DESIGNED TO DISCOURAGE
THOSE FEW PEOPLE WHO LACK THE PERSONAL INTEGRITY AND PROFESSIONALISM
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